**Job Description and Person Specification**

**PCN GP Assistant and Community Phlebotomist**

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| **Reports To:** | PCN Manager/Clinical Director |
| **Accountable to:** | PCN line Manager and designated clinical lead |
| **Terms and Conditions of Employment** | **Additional Role and Reimbursement Scheme (ARRS)** |
| **Line Management Responsibility** | Management of staff and service providers to deliver functions |
| **Hours of work** | **Part Time or Full-time** |
| **Base/Place of Work** | **This is a community based role** **involving domiciliary working as a lone practitioner.**  While your base will be at our PCN Office at Riduna Park, Melton.  You will be required to:  Travel to patient homes across our PCN population and work flexibly across any of our four practices when required. |

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| **The Role** |

This is a community based role. While your base will be at our PCN Office at Riduna Park, Melton, you will be required to:

* Travel to patients' homes across the PCN population
* Work flexibly across any of our four practices when required

Your day to day work will include:

* Taking blood samples and providing phlebotomy services
* Recording patient observations (blood pressure, diabetics foot check, pulse, height, weight, (BMI)
* Assisting with urinalysis, health checks and other clinical tasks (training provided)
* Pulling reports, managing diary and accurately recording information on patient records using SystmOne
* Collaborating with GPs, nurses, pharmacists and other PCN colleagues.

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| **About Us. The Deben Health Group PCN** |

As a Primary Care Network (PCN). We believe in collaboration. Our team of doctors, nurses and healthcare professionals work closely with each other and with local partners to deliver high quality, joined up care. We are always seeking new ways to improve, innovate, and support the wellbeing of our community.

We're based in picturesque Suffolk. Just outside Woodbridge, close to the historic Sutton Hoo within reach of some of the most beautiful landscapes of Woodbridge, Wickham Market and the Deben Peninsula.

The four practices with the Deben Health Group PCN, Framfield House Surgery, Little St. John Street Surgery, Peninsula Practice and Wickham Market Medical Centre provide care to a joint population of around 40,000 people, and we're passionate about improving health outcomes and patient experience.

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| **About You.** |

We would love to hear from you if you are:

* Experienced in phlebotomy
* Caring, approachable and professional with both colleagues and patients
* Organised, reliable and a confident communicator
* Flexible and willing to travel across the PCN demographic
* Excited to work as part of a supportive and collaborative team.
* Must have access to car and business insurance

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| **What we offer** |

* £12.21 per hour
* Mileage upto 5,000miles per year
* NHS Pension Scheme
* A welcoming, supportive and inclusive working environment
* Ongoing training, supervision and career development opportunities
* The chance to be part of a team making a real difference in the heart of suffolk
* Bluelight