

MINISTRY OF HEALTH
NATIONAL BLOOD TRANSFUSION SERVICE

Job Description & Specification

POST: **Registered Nurse**

GRADE: **NPG/RN 1**

REPORTS TO: **Nurse in Charge of Donor Room**

Job Description:

- Select suitable donors by taking careful medical history
- Carry out limited physical examination of donor which includes weight, pulse rate, blood pressure and observation for skin lesions and general fitness.
- Report to Medical Officer all adverse findings and observations obtained from history and examination.
- Assist with supervision of phlebotomy by nursing and technical staff.
- Perform phlebotomy of donors.
- Management of donors during phlebotomy, post care and education of donors.
- Assist in teaching phlebotomy to venipuncture students, nurses and technical staff.
- Report any deficiencies observed within the department to the nursing Supervisor.
- Any other duty assigned.

Job Specification:

- Registered Nurse (level one) who is unduly licensed by the Nursing Council of Jamaica.
- Must be trained in venipuncture techniques.
- Should possess skills in Microsoft applications.
- Excellent interpersonal skills.
- Possess good oral and writing skills.
- Be able to take initiative and manage a team effectively.

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Job Description & Specification

POST: **Enrolled Assistant Nurse Level 1**

GRADE: **NPG/ EAN 1**

REPORTS TO: **Nurse in Charge of Donor Room**

Job Description:

- Assists in pre and post donor care.
- Performs phlebotomy.
- Report adverse reactions to blood donations to the nurse in charge.
- Assists in the donor room and on mobiles operations.
- Educate donors post phlebotomy.
- Assist in preparing equipment for daily operations and mobiles.
- Assists in preparing the donor room and mobile room for blood collection.
- Report any deficiencies observed within the department to the nursing Supervisor.
- Any other duty assigned.

Job Specification:

- Registered Nurse (level one) who is unduly licensed by the Nursing Council of Jamaica.
- Must be trained in venipuncture techniques.
- Should possess skills in Microsoft applications.
- Excellent interpersonal skills.
- Possess good oral and writing skills.