



THE LIVEWELL SYNDICATE · ROLE PROFILE

Phlebotomist, *sessional cover.*

A freelance role at our Hull clinic. This profile sets out what the role involves, how the arrangement works, and exactly what we look for in the people we bring into our clinic.

The Livewell Syndicate Ltd

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TYPE	REF	VERSION	DATE	RECEIVER
Role profile	ROL/2026/09	V1.0	30/09/2026	Applicants

Knowledge gives you control over your health.

For applicants

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The role, *at a glance.*

We need skilled phlebotomists we can call on when our Hull clinic needs extra hands. You choose which sessions you take.

We make sure every client gets the same calm, careful blood draw, whoever is holding the needle.

ITEM	DETAIL
Role	Freelance Phlebotomist (sessional clinic cover)
Engagement	Self employed, under a contract for services. This is not employment.
Location	The Livewell Syndicate clinic, Unit L3, Base Business Space, Chamberlain Road, Hull, HU8 8HL
Sessions	Offered as demand requires. No minimum commitment.
Rate	As shown on the vacancy listing, confirmed in writing before your first session
Works with	The Executive Director, who manages the clinic day to day
Vacancy reference	LWS-PHL-01

The Livewell Syndicate provides private blood testing and preventative health screening for individuals and employers. Samples go to our partner laboratory for analysis. Your part is the one clients remember: the draw itself.

What you *will* do.

AREA	WHAT IT INVOLVES
Client care	Welcome each client, confirm their identity and consent, and put nervous clients at ease. Explain what will happen before it happens.
Venous blood collection	Take venous samples from adults using safe technique, the correct order of draw and the right tubes for each test.
Sample handling	Label every sample at the point of collection, then prepare and package it exactly as the laboratory requires.
Safety	Follow our infection prevention and control procedures and safe sharps practice, including the needlestick injury procedure.
Adverse events	Recognise and manage fainting and other reactions, stop when a client withdraws consent, and report every incident the same day.
Records	Complete collection records accurately on our systems and keep client information confidential at all times.

AREA	WHAT IT INVOLVES
Escalation	Raise any safeguarding or clinical concern with the Executive Director straight away.
Clinic readiness	Leave the room clean, stocked and ready for the next session.

WHAT THIS ROLE DOES NOT INCLUDE

You do not interpret results or give medical advice. If a client asks what their results mean, refer them to our clinical team. This protects the client, and it protects you.

/ 03 PERSON SPECIFICATION

[03]

What we *look for*.

Phlebotomy is not a regulated profession in the UK, so there is no single register we can check. That is why we ask for evidence of training and competence, and why we watch you practise before you work alone. Essential criteria must all be met. Desirable criteria help us choose between strong applicants.

Qualifications and training

CRITERION	E OR D	HOW WE CHECK
Recognised phlebotomy training, with a certificate of completion	Essential	Certificate
Signed record of supervised competence, such as a logbook or employer sign off	Essential	Document
Basic life support training, including anaphylaxis, within the last 12 months	Essential	Certificate
Infection prevention and control training within the last 12 months	Essential	Certificate
Safeguarding adults training at level 2	Essential	Certificate
Data protection or information governance training	Essential	Certificate
Registration as a nurse, or with the Health and Care Professions Council	Desirable	Register check
Care Certificate, or an equivalent healthcare support qualification	Desirable	Certificate

Experience

CRITERION	E OR D	HOW WE CHECK
At least 12 months of recent, regular venepuncture practice with adults	Essential	Application, references
Confident with difficult venous access, including butterfly needles	Essential	Interview, observed practice
Experience in private health, occupational health or a community setting	Desirable	Application
Experience of working in a small team or with limited on site support	Desirable	Interview

Skills and knowledge

CRITERION	E OR D	HOW WE CHECK
Safe venepuncture technique, correct order of draw and tube handling	Essential	Observed practice
Positive identification of clients and accurate labelling at the point of collection	Essential	Observed practice
Knows how to manage fainting and follow a needlestick injury procedure	Essential	Interview
Understands valid consent, and when to stop	Essential	Interview
Communicates clearly and calmly, including with anxious clients	Essential	Interview
Comfortable using digital booking and sample labelling systems	Essential	Interview

Personal qualities

CRITERION	E OR D	HOW WE CHECK
Reliable and punctual; accepts or declines session offers promptly	Essential	References
Discreet and professional with personal health information	Essential	Interview, references
Stays calm under pressure and keeps standards high when working quickly	Essential	Interview

/ 04 SAFE RECRUITMENT

[04]

Checks before your *first session*.

Care Quality Commission guidance says its safe recruitment rules cover contractors, agency and bank staff, not only employees (Care Quality Commission, n.d.). We therefore complete the same checks for you as we would for an employee. Nobody works a session until every check is complete.

CHECK	WHAT WE NEED
Identity and right to work	Original documents seen by us before your first session.
Enhanced DBS check	An enhanced check with the adults' barred list. We arrange and pay for it, because an individual cannot apply for this level of check on their own behalf (Disclosure and Barring Service, 2022). If you are on the DBS Update Service, we will check your existing certificate online.
References	Two references, one from your most recent clinical role.
Evidence of competence	Your training certificates and competence record, followed by an observed practice session with us.
Hepatitis B immunity	Evidence of vaccination and immunity, in line with UK immunisation guidance for healthcare staff (UK Health Security Agency, n.d.).
Health declaration	A short confidential declaration that you are able to do the work safely, with any reasonable adjustments you need.

CHECK	WHAT WE NEED
Insurance	Your own professional indemnity and public liability insurance, with a copy of the certificate each year.
Tax status	Registration with HMRC as self employed, or evidence that you trade through your own company.

/ 05 THE ARRANGEMENT

[05]

How the engagement *works*.

This is a self employed engagement under a contract for services. The contract sets out the full terms. In practice, it means the following.

TERM	WHAT IT MEANS FOR YOU
Sessions	We offer sessions when we need cover. You are free to accept or decline any offer, and declining never counts against you.
No guarantee	We do not guarantee a minimum number of sessions, and you are not obliged to make yourself available.
Payment	You invoice us monthly for the sessions you have worked. You are responsible for your own tax and National Insurance.
Other work	You are free to work for other organisations, including other clinics.
Insurance	You hold your own professional indemnity and public liability cover.

What we provide

01

A ready clinic

A private clinic room, consumables, personal protective equipment and laboratory collection kits for every session.

02

A proper induction

A walk through our procedures, systems and laboratory requirements before you work alone.

03

Flexibility

Sessions offered in advance where possible.
You decide what fits around your other work.

04

Support on the day

A named contact for every session, and a clear route for any clinical or safeguarding concern.

How to *apply*.

- 01 Send your CV. Email hello@livewellsyndicate.com with your CV and a short note about your phlebotomy experience. Quote LWS-PHL-01 in the subject line.
- 02 Talk to us. Shortlisted applicants have an informal interview, in person or by video.
- 03 Show us your practice. We observe you carrying out venepuncture in our clinic before any offer is confirmed.
- 04 Complete the checks. We work through the checks in section 04 with you.
- 05 Join the pool. After your induction, we start offering you sessions.

We welcome applications from everyone with the right skills. If you need any adjustment to take part in the process, tell us when you apply. We use the information you send only to assess your application and, if you join us, to manage the engagement. We handle it in line with UK data protection law.

Sources

Care Quality Commission. (n.d.). Regulation 19: Fit and proper persons employed. Newcastle upon Tyne: Author.

Disclosure and Barring Service. (2022). Adult workforce guide (Version 11.0). London: Home Office.

UK Health Security Agency. (n.d.). Immunisation of healthcare and laboratory staff: The Green Book, chapter 12. London: Author.