



# Phlebotomist Job Description

**Effective Date:** 11/09

**Date of Last Revision:** 2/12/14

**Position Summary:**

The Phlebotomy Technician accurately collects and identifies laboratory specimens and participates in multiple aspects of specimen processing. Pending site assignment, the Phlebotomy Technician may participate in routine testing, clerical duties and computer functions as assigned. This position requires participation in weekend and holiday rotations and the support of a 24/7 healthcare operation.

**Principal Accountabilities and Essential Functions of the Job**

*(Listed in order of importance and percent of time; what must be accomplished, not how it must be done):*

**Major Areas of Responsibility/Essential Function**

**% of Time**

<p>Clinical Excellence:</p> <ol style="list-style-type: none"> <li>Specimen Collections: Performs venipuncture and dermal punctures on all age groups. Performs site specific specimen collections such as: urine specimens, arterial punctures, cultures, skin scrapings, etc. Per site assignment, collects chain of custody specimens.</li> <li>Documentation: Accuracy - all specimens are identified, obtained and labeled with 100% accuracy. Per site assignment - use applicable hospital and laboratory information technology (computer applications) such as Order Entry, Specimen Tracking, Inquiry, Result Entry. Complies with all Medical Necessity regulations. Per site assignment, completes all QA documents, monitors, logs, forms and manual requisitions as needed. Per site assignment, registers patients.</li> <li>Pre-analytic, Processing, Waived or Point of Care Testing(POCT), Other Testing as assigned: Per site assignment, participates in accurate pre &amp;/or post analytic testing of all types of laboratory specimens. Per site assignment, performs Waived or POCT or other testing as required.</li> <li>Organizes the daily workload to ensure completion of all duties</li> </ol>	80%
Assures and maintains all safety policies and procedures regarding equipment, procedures and potential hazards. Adheres to Infection Control policies and procedures.	15%
Demonstrates a commitment to professional growth and competence by goal setting, attending meetings, and seeking educational opportunities.	5%

**Education and Experience:** *(Check the minimum requirements for education and experience for this position.)*

**Required Education** *(Check one box)*

**Preferred Education** *(Check additional box(es) with "preferred" in explanation field)*

**Experience Level** *(Check appropriate box(es))*

<input checked="" type="checkbox"/>	High School or Equivalent (GED)	<input checked="" type="checkbox"/>	0 – 2 years – or at least 1 year pending site assignment
		<p><b>Knowledge, Skills &amp; Abilities required:</b></p> <ul style="list-style-type: none"> <li>- Good manual dexterity to perform phlebotomy</li> <li>- Has completed or on hire will complete appropriate level of phlebotomy class</li> <li>- Ability to work as a team member</li> <li>- Ability to make independent decisions, problem solve and assume responsibility for same</li> <li>- Good organizational, communication &amp; interpersonal skills</li> <li>- Ability to continue to work and drive in all weather conditions</li> <li>- Visual acuity and color perception</li> <li>- Physical ability to perform duties as assigned</li> <li>- Ability to work with gov't agencies including law enforcement</li> </ul>	

**Certification/Licensure Required for Job:**

- National certification preferred

<b>Potential exposure to blood and body fluids:</b> <input checked="" type="checkbox"/> <b>Category I</b> – Performs tasks which involve exposure to blood, body fluid, or tissue.					
<b>Equipment Operated:</b> All typical office/clerical equipment; laboratory equipment and various medical devices pending site assignment.					
<b>Physical Activity:</b> (Check all that apply)					
Activity	N/A	0-25%	26-75%	76-100%	Avg. lbs.
Lift/Carry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0-25 lbs
Push/Pull	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	25-75 lbs
Reach Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Comments:</b>
Climb	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Squat/Bend/Kneel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Walk/Move About	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**Working Conditions:** Stress as related to high volume, intensive multi-tasking with ill patients, moderate noise levels, service to all patients including some who may be abusive or have mental illness, exposure to biohazards and chemical hazards as in a normal working laboratory and/or healthcare environment, and pending assignment, travel from site to site.

*The most significant duties have been included in this description. Other duties may be assigned as necessary. Staff One reserves the right to modify this job description as needed to accurately reflect the duties assigned.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Full Name (print)



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