



PHLEBOTOMIST JOB DESCRIPTION

Job Summary:

The Phlebotomist performs a variety of venipuncture techniques involved in the collection of blood specimens from patients for laboratory procedures used in the diagnosis and treatment of disease. The Phlebotomist reports to the Laboratory Manager

Qualifications:

Education: High School Graduate or equivalent preferred. Certification from an accredited phlebotomy program.
Experience: One year full time experience as a Phlebotomist.
Certification: Current CPR/BLS Certification

Duties and Responsibilities

The Phlebotomist is expected to practice safe and ethical duties within his/her scope of practice. The Phlebotomist should understand his/her own limitations, seeking advice and assistance when necessary. Specific duties may include, but are not limited to the following:

- Perform a variety of routine blood drawing procedures to include venipuncture, techniques using standard equipment to include vacutainer tubes and sleeves, tourniquets, syringes and butterfly needles.
- Confer with patient to obtain information for laboratory records, explain procedures, allay fears and elicit cooperation.
- Utilize standard procedures of the maintenance of positive patient identification, record appropriate collection information of proper requisitions.
- Prepare, process, label and store patient specimens and samples according to facility procedures using standard techniques and equipment.
- Maintain inventory or supplies. Stock supplies on carts and hand trays.
- Performs all duties promptly in a competent and caring manner
- Maintain good working relations and communication among patients/residents and all healthcare personnel
- Present a neat appearance and dress in compliance with the client facilities' policies
- While on assignment, the Phlebotomist is responsible and accountable to their assigned patients and to the client institution. The Phlebotomist is under the direct supervision of the Laboratory Supervisor or other assigned personnel and must have the ability to follow directions/instruction from his/her supervisor.

Essential Functions:

- Ability to communicate effectively both verbally and in writing
- Participates in continuing education and learning experiences to enhance and maintain current knowledge and skills for continued competence
- Perform all duties using proper body mechanics, follow facilities "No Lift" policy as appropriate

- Ability to operate and handle many kinds of medical equipment
- May be required to occasionally move/lift between 50-100 pounds, depending on assignment requirements
- Stand for long periods with frequent squatting, twisting, bending, kneeling and reaching to prepare equipment, materials or objects in order to provide patient care or maintain the patient environment
- Sensory requirements include speech for communication and vision, smell, touch and hearing to monitor patient status.
- Manual dexterity and fine motor coordination
- Ability to work in a stressful environment
- Consistent attendance is required to assure that the client facilities' needs and patient needs are met.
- To comply with all client facilities' policies, procedures and practices
- To comply with all policies and to uphold our standards of excellence while on assignment at our client facilities.

Working Conditions:

The Phlebotomist must understand and accept the possibility of exposure to inside environmental conditions, such as noise, infectious/communicable diseases, blood and bloodborne diseases, chemicals and/or chemical fumes, odors, gases and dusts. There is also the possibility of physical injury/verbal abuse from an out of control patient and/or visitor. Frequent exposures to distressed patients, families or visitors.
