



## Phlebotomist JOB DESCRIPTION

Position Title:	Phlebotomist	Exemption Status:	Non-Exempt
Job Classification:		Job Code:	
Department:	Laboratory		
Reports to:	Director of Laboratory		
Last Update:	August 9, 2012		

### Job Summary

Perform venipuncture and skin punctures competently and expediently. Has thorough knowledge of test requirements, assists in Clinical Laboratory as needed. Responsibilities include bleeding time tests, blood cultures, and blood samples.

### Essential Functions

- Promote the mission, vision, and values of the organization
- Perform blood draws competently and expediently with as little patient discomfort as possible
- Record phlebotomy requisitions
- Identify the patient by comparing patient information on the requisition to the patient's identification band before venipuncture is performed
- Display courteous, professional manner towards patients, co-workers, nursing and medical staff
- Label and record all test tubes, log procedures and file paperwork
- Demonstrate knowledge of color top tube to use, volume of blood needed and test requirements
- Follow standard precautions at all times
- Dispose all sharp instruments in a rigid sharp container
- Clean and supply venipuncture trays
- Maintain clean work area
- Order supplies as needed
- Complete assigned duties efficiently and in a timely manner
- Prioritize STAT, scheduled, and outpatient orders
- Seek guidance and direction when necessary
- Demonstrate the value of team concept on a consistent basis
- Assist Laboratory Technician when necessary
- Follow policy and procedures for the Clinical Laboratory and hospital

### Non-Essential Functions

- Perform other duties as assigned

### Professional Requirements

- Adhere to dress code, appearance is neat and clean.
- Complete annual education requirements.

- Maintain patient confidentiality at all times.
- Report to work on time and as scheduled.
- Wear identification while on duty.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Communicate the mission, ethics and goals of the organization.
- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services.

**Qualifications**

- Medical assistant or phlebotomy certification preferred
- Basic Life Support (BLS) certification required
- Advanced Cardiac Life Support (ACLS) certification preferred
- Pediatric Advanced Life Support (PALS) certification preferred

**Knowledge, Skills, and Abilities**

- Knowledge of phlebotomy services
- Strong organizational and interpersonal skills
- Ability to determine appropriate course of action in more complex situations
- Ability to work independently, exercise creativity, be attentive to detail, and maintain a positive attitude
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Ability to maintain confidentiality of all medical, financial, and legal information
- Ability to complete work assignments accurately and in a timely manner
- Ability to communicate effectively, both orally and in writing
- Ability to handle difficult situations involving patients, physicians, or others in a professional manner

**Physical Requirements and Environmental Conditions**

- Working irregular hours including call hours
- Physically demanding, high-stress environment
- Exposure to blood and body fluids, communicable diseases, chemicals, radiation, and repetitive motions
- Pushing and pulling heavy objects
- Full range of body motion including handling and lifting patients
- Position requires light to moderate work with 50 pounds maximum weight to lift and carry.
- Position requires reaching, bending, stooping, and handling objects with hands and/or fingers, talking and/or hearing, and seeing.

**General Sign-off**

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.*

I have read, understood and had the opportunity to ask questions regarding this position description.

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**Employee's Signature**

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**Date**