Job Description for the Phlebotomist

Objectives:

Perform 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.

Responsibilities:

- Perform a variety of routine blood drawing procedures to include venipuncture techniques using standard equipment to include vacuum 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 for the maintenance of positive patient identification; record appropriate collection information on proper requisitions.

- Prepare, process, label and store patient specimens and samples according to departmental procedures using standard techniques and equipment, for subsequent analysis by Clinical Laboratory staff. Provide technical guidance to Phlebotomy students assigned to work area.

- Maintain inventory of supplies; reorder as required; stock supplies on carts and hand trays. Perform other related duties incidental to the work described herein.

- The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

Required Qualifications at this Level

Education/Training: Work requires an educational background generally equivalent to a high school education. Phlebotomy certification program is also required, or/and relevant degree or diploma.

Experience: None required above education/training requirement or an equivalent combination of relevant education and/or experience.