

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	<b>Phlebotomist</b>
<b>REPORTING RELATIONSHIP</b>	<b>Manager of Lab</b>
<b>POSITION SUMMARY</b>	<p>The primary purpose of this position is to procure specimens for analysis by the laboratory, centrifugation of blood samples, preparation of out-going reference lab samples and assisting in Microbiology. The Phlebotomist is also responsible for working within the EPIC computer system, tasks include securing lab orders from computer terminals, amending and verifying orders as necessary and general knowledge of computer and printer maintenance. Clerical duties include distribution of lab reports to assigned location when necessary, keeping inventory and ordering supplies from various sources and answering the telephone when available. The Phlebotomist is responsible to be in accordance with current applicable federal, state, and local standards, guidelines and regulations, Hills &amp; Dales General Hospital established policies and procedures, and as may be directed by the Pathologist or Laboratory Manager, to assure that a quality laboratory service is being provided at all times.</p>

## POSITION ACCOUNTABILITIES

1. Responsible for the accuracy of all duties performed. Documentation is complete.
2. Responsible that work is completed in a timely manner. Results are available as defined on stat turn-around time.
3. Responsible for ordering correct tests in the electronic health record on each patient. Verifies that patient requisition matches orders placed within EPIC, verifies the correct physician will receive reports, and works with practitioner clinic to clarify orders if need be.
4. Collects blood and other specimens in proper order of draw under aseptic conditions with proper patient identification and specimen labeling according to policy. Correct specimen type and handling for all reference lab tests. Correctly educates patients on proper specimen collection other than blood.
5. Carefully handles infectious material to protect self and all hospital personnel. Adheres to hospital isolation procedures. Disposes of biological waste in accordance with hospital policies. Notifies Laboratory Manager of unsafe conditions.
6. Adheres to hospital and laboratory safety procedures. Responsible for cleaning of work area with approved germicide. Uses personal protective equipment consistently and correctly.
7. Answers telephone calls, in a personable, professional manner. Follow-up on voice mail is prompt and complete.
8. Communicates in a personable, professional manner with patients, family members, visitors, hospital personnel, sales personnel and representatives of regulatory agencies under all conditions. Is courteous and empathetic to patient's needs especially in regard to age or unique disability.
9. Responsible for the care, cleanliness and appropriate use of laboratory equipment. Performs and logs routine temperatures of specimen storage units.
10. Correctly collects and processes DOT and occupational urine drug screens and BET tests according to federal regulations.
11. Correctly plants Microbiology specimens.
12. Responsible to centrifuge and process blood samples to laboratory or reference lab specifications.
13. Maintain patient and hospital related confidentiality according to policy. Computer access is only used for hospital related duties.

14. Trains students and new employees to the standards required of a phlebotomist.
15. Maintains inventory of supplies in work area, reporting promptly items to be ordered and ensuring that supplies, etc. are not outdated.
16. Aids in a variety of clerical duties upon completion of routine workload, especially that patient reports are filed and sent to the correct location.
17. Aids in the training of new and untrained personnel.
18. Adheres to the values and standards of Hills & Dales General Hospital in attitude, appearance and customer service.
19. Takes call for DOT BAT collections and works on a rotating weekend schedule. Works shifts as scheduled to meet the needs of workload.
20. Responsible to communicate necessary information to fellow employees especially at shift change. Other duties deemed necessary and appropriate, or may be directed by Laboratory Manager.

### **QUALIFICATIONS**

Certificate of Phlebotomy education and clinical training from approved program. Subsequent ASCP or equivalent certification preferred but not required.

### **EXPERIENCE & SKILLS**

- Clinical Laboratory experience preferred. New Graduates welcome.
- Able to express oneself through verbal and written communication.
  - Calm and patient demeanor when dealing with people.

### **PHYSICAL DEMANDS**

Prolonged or considerable standing/walking/bending/keyboard operation. Moves/lifts equipment/supplies/patients up to 50 lbs. Occasional reaching, stooping and sitting.

### **Work Conditions**

Typical stress of health care environment. Frequent to constant handling of needles and body fluids, tissues, and waste products.

***We are an Equal Opportunity Employer***