

PHLEBOTOMIST SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>
3034	Phlebotomist I	12	446	6 mo.	01/08/02
3035	Phlebotomist II	12	446	6 mo.	06/19/95

Promotional Line: 259

Series Narrative

Employees in this series draw blood from patients in a hospital or health care facility utilizing standard techniques and protocols and perform related record keeping or data collection duties. Blood drawing may be for purposes such as slide smears used to diagnose disease, blood typing, or collection of large amounts of blood for blood donations.

At the lower level of this series, employees perform simple blood drawing techniques (such as finger punctures and venipunctures) and learn more complex techniques. At the higher level of the series employees perform a full range of specialized and complex techniques (such as bleeding time assessment) and may supervise and train lower level staff.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Phlebotomist I **3034**

Employees at this level draw blood from patients using simpler techniques and in accordance with predetermined protocol. They work under direct supervision of higher-level laboratory personnel.

A Phlebotomist I typically –

1. interviews patients to gather information (such as demographics, correct patient identification, and data directly related to the specific blood test requested [e.g., special diet and/or fasting status]) in accordance with established procedures
2. reviews the specimen requisition for completeness of information
3. performs procedures for requesting and/or canceling tests manually or using automated equipment
4. prepares receptacles for blood specimens (such as vacutainers and blood bags) and urine collection devices in accordance with laboratory protocol
5. draws blood, using simpler techniques (such as finger punctures and venipunctures) and aseptic techniques; labels units and sends specimens to appropriate clinical laboratories for processing
6. contacts supervisor immediately if patient appears to be having an adverse reaction
7. may assist in the training of less experienced phlebotomists as assigned
8. receives training in more complex blood drawing techniques
9. performs other related duties as assigned

Level II: Phlebotomist II**3035**

Employees at this level are experienced phlebotomists who perform more difficult blood drawing techniques and assist in the supervision and management of the area. They work under general supervision of more senior laboratory personnel.

A Phlebotomist II typically –

1. performs difficult blood drawing techniques under specialized circumstances (such as drawing blood from newborns or patients with venous complications)
2. assists with blood donor screening and collects blood units
3. recognizes adverse reactions in patients (such as changes in skin temperature or fainting) and initiates appropriate response
4. trains lower level employees and student externs in phlebotomy techniques
5. coordinates and schedules blood drawing teams either in clinics or on patient units
6. assists in monitoring expendable supplies; stocks area as needed
7. may perform quality control procedures for equipment (such as glucose monitors, centrifuges, scales and sphygmomanometers)
8. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**Level I: Phlebotomist I****3034****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. High school graduation or equivalent
2. (A) Possession of a current Phlebotomist or Phlebotomy Technician Certification

OR

- (B) Completion of one year of full time work experience performing the duties of a phlebotomy technician in an accredited laboratory *within the last five years*. This experience must include venipunctures, skin punctures, observation of arterial punctures, and orientation in a full service laboratory. (Full time experience is considered thirty-five hours per week.)

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Manual dexterity

- 2. Knowledge of phlebotomy techniques (such as venipunctures)
- 3. Knowledge of aseptic techniques
- 4. Knowledge of correct handling of potentially infectious specimens
- 5. Ability to identify adverse reactions
- 6. Knowledge of first aid techniques related to phlebotomies (such as applying vein pressure after performing venipunctures)
- 7. Ability to learn to operate equipment in area
- 8. Ability to learn basic physiology
- 9. Ability to learn procedures for requesting or canceling tests
- 10. Ability to speak and write English well
- 11. Ability to interact professionally with patients, peers, and supervisors

Level II: Phlebotomist II

3035

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

- 1. Possession of the credentials required for Level I of this series **AND** one year of work experience comparable to a Phlebotomist I

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

- 1. Knowledge of basic physiology
- 2. Ability to teach phlebotomy techniques
- 3. Ability to act appropriately if patient has adverse reaction to procedure
- 4. Ability to operate and maintain equipment in area
- 5. Ability to learn cardiopulmonary resuscitation
- 6. Ability to learn basic material management
- 7. Ability to learn organizational skills

Phlebotomist I.....	Revised
Phlebotomist II	Revised