

Class Code: 3034
Occ. Area: 12
Work Area: 446
Prob. Period: 6 mo.
Prom. Line: None
Effective Date: 01/15/22

PHLEBOTOMIST

Function of Job

Under direction from a designated supervisor, employees allocated to this classification conduct procedures to collect specimens from patients in a health care facility for analysis. They perform a variety of technical patient care tasks while adhering to government, industry, or institutional regulatory guidelines.

Characteristic Duties and Responsibilities

A(n) Phlebotomist typically –

1. reviews and processes procedure orders; documents and communicates incomplete or invalid procedures;
2. prepares instruments and/or area according to the specifications of the procedure; maintains and cleans all instruments and/or areas;
3. screens patient(s) prior to a procedure; explains components of procedures to patient(s);
4. conducts procedures; determines the best location of obtaining specimens;
5. observes and monitors patient(s) throughout procedure(s); advises of any abnormal indicators;
6. collects, prepares, and/or transports specimens for processing;
7. performs waived testing; prepares and communicates results;
8. assists with personnel functions such as training, supervising, and/or developing staff, work schedules, and assignments;
9. maintains current knowledge of and adheres to all government, industry, or institutional regulatory guidelines;

10. performs support duties such as registering patients, answering phones, assisting with inventory and records management, etc.;
11. performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school diploma or equivalent.
2. **One (1) year (12 months)** of work experience as a phlebotomist within the last five years.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Knowledge of phlebotomy principles and practices including but not limited to techniques and procedures, human anatomy and physiology, occupational hazards, and safety measures.
2. Knowledge of health care administration procedures and systems including medical terminology, medical software, medical billing codes, and confidentiality laws (HIPAA).
3. Knowledge of relevant equipment, policies, procedures, and strategies to promote the safety and security of people, data, property, and institutions.
4. Knowledge of principles and processes for providing customer service.
5. Knowledge of technology including electronic equipment, computer hardware and software, and their applications.
6. Ability to identify measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
7. Ability to interpret work related documents, policies, and procedures.
8. Ability to work collaboratively and communicate effectively as appropriate for the needs of the audience.
9. Ability to exhibit strong organizational skills and maintain detailed, accurate records.
10. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.