

**JOB TITLE: PHLEBOTOMIST**  
**REPORTS TO: LABORATORY MANAGER**  
**Type: NON-EXEMPT (HOURLY)**

## **I. JOB SUMMARY / OVERVIEW**

- Responsible for patient identification, verifying appropriate test, performing procurement such as venipuncture, capillary punctures, swabs or urine collection. Identifies and labels specimens. Ensures timely and accurate charting within the medical record. Ensures compliance with infection control and all laboratory regulations and procedures.

## **II. PRIMARY DUTIES**

Every effort has been made to include all duties; however, the omission of a specific statement of duties does not exclude the duty from the position if the work is similar, related or is a logical assignment of the position.

- Perform phlebotomy and process in-house lab tests according to instrument directions, and physicians' orders in conformance with recognized techniques and procedures.
- Follow safe infection control practices.
- Maintain clinical charts including accurate and complete documentation of patient information and laboratory results.
- Clean and restock laboratory areas.
- Ensure the provider is notified if patient did not have ordered testing done.
- Clean and sterilize instruments according to sterilization standards.
- Ensure monthly spore count is accomplished.
- Assist in the inventory and ordering of medical supplies as needed.
- Manage/refer patient questions and concerns via the phone as needed.
- Accommodate unexpected schedule changes and walk-ins.
- Appropriately procure, prepare and store outside specimens prior to pick up.
- Ensure the daily, weekly and monthly controls are done.
- Assist in training new staff.
- Responsible for maintenance of general neatness and orderliness of the laboratory and clinic.
- Other duties may be assigned.

## **III. EDUCATION / QUALIFICATIONS**

- High school diploma or GED

## **IV. EXPERIENCE / KNOWLEDGE / SKILLS**

- Ability to communicate effectively and utilize good customer relations skills.
- Ability to read and comprehend instructions.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral and diagram form.
- Good computer skills.

## V. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, use hands and fingers, handle and feel objects, reach with the hands and arms, talk and hear. The employee is required to stand, walk, climb, and occasionally balance, stoop and kneel. The employee must lift and move 10 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- The employee is frequently exposure to communicable diseases, bodily fluids, toxic substances, medicinal preparations and other conditions common to a clinic environment.

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