



Job Documentation

JOB TITLE: Phlebotomist	JOB CODE: S063
DEPARTMENT: Laboratory	STATUS: Non-Exempt
SUPERVISES: NA	ADDENDUMS: NA
REPORTS TO: Laboratory Manager	EFFECTIVE DATE: December 2020
	REVISED ON: TBD

PRIMARY FUNCTIONS

The Phlebotomist is responsible for drawing blood samples by performing venipuncture, labels blood samples and laboratory for hematological exams. Provide clerical assistance necessary to maintain efficient and productive operation of the laboratory.

Complies with department and organization-wide policies, Critical Access Hospital requirements, Safety and Infection Control, all and Federal and State of Nebraska regulation related to the performance of CCCH operations and requirements of the Compliance Program. Participates in professional growth and development.

QUALIFICATIONS

Education and/or Experience

- High School Diploma or GED required
- 1-2 years medical experience preferred

Certificates, Licensure, Registrations

- Certification in phlebotomy from a recognized program preferred

GENERAL REQUIREMENTS

- Demonstrates commitment to the organizational mission, vision, and core values
- Maintains patient confidentiality at all times
- Evidence of good grooming, professional manner and conduct
- Ability to exercise professional judgment, courtesy, and professionalism in daily interactions with others
- Communicates effectively both orally and written to all disciplines
- Possesses ability to make independent decisions and changes
- Demonstrates teaching skills, understanding and language skills



- Exhibits excellent telephone and computer skills/knowledge
- Proper use of the EMR
- Serve as a role model to colleagues, students and other care providers
- Actively participate in continued learning opportunities and continued self-development pertinent to the duties of the job
- Able to operate all equipment correctly and safely
- Participate in QA programs, as needed
- Practices Standard Precautions
- Ability to sit, stand, bend and lift as job requires with the possibility of prolonged standing
- Able to adjust to frequent interruptions
- Risk of exposure to infectious waste and diseases
- Attends and participates in department designated meetings
- Able to perform other related duties as assigned

SIGNIFICANT DUTIES

- Able to successfully draw blood from patients with minimal or no complications
- Knowledge of legal requirements about drawing blood, handling fluid samples
- Arrange daily activities based on urgency of requests for fluid samples
- Identify patients and their personal information using their ID, documents or other means
- Determine the right venipuncture method based on patient age, health etc.
- Reassure patients and help them relax
- Find veins that are suitable for puncture
- Draw blood using sterilized needles, vials and other equipment
- Ensure optimal quality and quantity of samples
- Label samples correctly and send or deliver them for testing
- Answer patient questions and provide useful information
- Keep accurate records on fluid specimens and tests
- Adhere to all relevant health and safety standards while working
- Answer telephones and retrieve as much information as possible from files
- Process specimens for send outs, including cytology and/ or histology specimens
- Able to keep records updated and organized



Utilizes proper body mechanics, transfer/lifting techniques and appropriate equipment to minimize fall risk to patient and injury to self.

Physical Demands Checklist

PHYSICAL DEMAND REQUIREMENTS						
PHYSICAL ACTIVITY	FREQUENCY					ADDITIONAL INFORMATION
	Never	Rarely <i>(0-25% of day)</i>	Occasionally <i>(26-50% of day)</i>	Frequently <i>(51-75% of day)</i>	Continuously <i>(76-100% of day)</i>	
Lift: light weight (0-20 lbs.)					X	
Lift: moderate weight (20-35 lbs.)				X		
Lift: heavy weight (35-50 lbs.)			X			
Walk				X		
Bend				X		
Stand				X		
Sit				X		
Drive		X				
Climb		X				
Squat/crouch				X		
Kneel		X				
Push				X		
Pull				X		
Write					X	
Reach					X	
Grip					X	
Crawl		X				
Vision/read						X
Talk/verbal skills						X
Hear						X
Feel/tactile					X	
Concentrate in distracting environment					X	



SIGNATURES

This job description has been approved by all levels of management.

Manager

Date

HR

Date

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee

Date