

 Oroville Hospital <b>Job Description for Phlebotomist</b>	Department:	<b>Laboratory</b>
	Dept.#:	<b>7500</b>
	Last Updated:	05/08; 08/12
	Last Updated:	

### **Reports To**

Laboratory Director

### **Job Summary**

Works under the direct supervision of the Chief Medical Technologist, takes direction from the Lab Office Supervisor for specimen collection and delivery of reports.

### **Duties**

1. Always identifies correct in-patients of all ages by comparing name and medical record number on requisition with name and medical record number on the patients wristband before a procedure is performed
2. Always identifies correct out-patients of all ages by requesting the patient (or guardian) to state his / her full name and comparing that with the name on the requisition
3. Consistently draws blood properly using established laboratory procedures ( i.e., proper patient identification, proper tube selection, etc.); rarely fails to obtain a blood sample on the first attempt
4. Always verifies and collects proper samples required for specific tests
5. Always initials, dates and records time blood, urine or culture collected on all laboratory requisition forms
6. Always accurately labels specimens (patient's name, medical record number, initials date and time collected)
7. Correctly logs all patient and specimen collection records in the respective Phlebotomy Log (i.e., for IP, ER, OP, Olive.)
8. Maintains awareness of timed specimen's collection and their importance and attempts to collect these specimens at appropriate time (i.e., Glucose, Isoenzymes, Drugs, Blood Cultures, Hemograms, etc.)
9. Properly instructs out-patients of all ages, in the correct way to collect urine specimens (i.e., for C&S, GTT's, etc.)
10. Correctly processes all lab requisitions, forms, and specimens for routine and reference tests
11. Consistently completes duties neatly, accurately and in a timely manner
12. Performs all procedures in a professional manner

13. Enforces and follows all laboratory safety rules and reports any possible hazards to the Chief Medical Technologist
14. Shares appropriate communication with other laboratory personnel involving difficult Venipuncture, timed specimens, etc.
15. Keeps the Phlebotomy areas neat, clean and well stocked with supplies
16. Keeps blood drawing trays neat, clean and well supplies
17. Maintains an adequate supply of specimen collection equipment, (i.e., routine, special test and reference test needs)
18. Correctly processes all incoming laboratory supplies
19. Maintains an adequate supply of clean glassware used in the laboratory
20. Is attentive to and follows hospital policy with regard to “Universal Precautions”
21. Consistently completes routine blood draws within 10 minutes
22. Processes all laboratory test requisitions and specimens quickly, efficiently and appropriately
23. Assists other laboratory personnel as workload permits without being requested to do so
24. Consistently determines proper priorities when organizing daily tasks and is able to adjust schedule in view of STAT’s, out-patients and time draws
25. Organizes work for effective utilization of time
26. Refers to appropriate policy and procedure manuals as necessary and communicates with reference labs for proper specimen requirements
27. Utilizes supplies equipment in a non-wasteful manner
28. Readily assists other laboratory personnel when requested
29. Takes direction from the Lab Office Supervisor for specimen collection and deliver of patient reports
30. Accepts responsibility for and becomes available to work a different shift when workload and / or other conditions warrant
31. Can perform all tasks assigned to the Phlebotomist
32. Responds to changes in work schedules as necessary or as requested
33. Accepts responsibility for and becomes available to work a different work shift when workload and / or other conditions warrant
34. Greets patients in a courteous manner, responds to patients with empathy and positive interpersonal skills
35. Continuously works at establishing a good rapport and cooperative working relationship with all co-workers
36. Inspires confidence from patients and visitors by performing and communicating in a professional manner at all times
37. Recognizes and is able to effectively function within the Laboratory and Hospital organizational structure

38. Seeks assistance when necessary from the Chief Medical Technologist in solving technical or personnel problems
39. Shows ability to handle unexpected situations and is able to exercise independent thought and actions when necessary
40. Demonstrates competence in all procedures required of a phlebotomist in accordance with institutional policies; with particular emphasis on blood samples, blood cultures, referral tests and specimen requirements
41. Assists in orientation of new staff members as requested
42. Knows what tubes are required for various tests, what handling is necessary for each and how to find out when it is not known
43. Can be counted on to carry out instructions and fulfill job responsibilities
44. Reports to work as scheduled
45. Is neat in appearance, always observing the dress code as established
46. Always wears lab coat (or approved apron / gown) and name tag
47. Speech and conversation are of a quality acceptable to hospital code (confidentiality)
48. Demonstrates loyalty and teamwork both in the laboratory and interdepartmentally

### **Qualifications**

1. Training in a formal phlebotomy program which includes a minimum of sixty hours of didactic training and sixty hours of clinical experience
2. Previous job experiences as a phlebotomist
3. Must be eligible for certification
4. High school diploma or its equivalent is preferred

### **Lifting Requirements**

The Phlebotomist must have fine motor coordination, clear speech; normal hearing and good visual acuity with ability to distinguish major colors. Must be able, to move readily from one location to another in the hospital and various drawing sites.

Medium lifting – generally not more than 50 lbs. Maximum with frequent lifting and / or carrying objects weighing up to 25 lbs.