



KEDREN COMMUNITY CARE CLINIC

JOB DESCRIPTION

POSITION TITLE:
PHLEBOTOMY TECHNICIAN

JOB CLASSIFICATION:
NON-EXEMPT

TITLE OF IMMEDIATE SUPERVISOR:
CLINIC MANAGER

DIVISION:
COMMUNITY CARE CLINIC

POSITION OBJECTIVE/SUMMARY:

Performs venipuncture and skin puncture to obtain blood specimens from patients for diagnostic testing in a medical or clinical laboratory. Incumbents, utilizing approved techniques and pre-determined protocol of venipuncture and skin puncture, obtain blood specimens from patients ranging in age from the prematurely born infants in incubators to adults in a hospital in-patient or a clinic out-patient setting.

MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION:

- A valid certificate to practice as a Certified Phlebotomy Technician
- Six months of experience as a Phlebotomy Technician
- Physically well, emotionally stable, and good communication skills, both verbal and written.
- Good verbal, and interpersonal communication skills.
- Must be able to meet deadlines and follow through on work assignments.

GENERAL STATEMENT OF FUNCTIONS:

- Verifies patient's identification, reviews specimen requisition and testing instructions from physicians and obtains specimens of patient blood for diagnostic testing by means of venipuncture or skin puncture methodology utilizing a syringe, vacutainer, lancet or other approved technique.
- Assembles testing equipment such as tourniquet, needles, disposable containers for needles, blood collection devices, gauze, cotton, and alcohol work on tray, according to requirements for specified test or procedures.
- Calms and reassures patients who are anxious or apprehensive about having blood specimen drawn; explains to patient why specimen is needed in order to elicit cooperation.
- Prepares blood samples obtained for diagnostic testing in laboratory.
- Fix blood specimen on glass slide by utilizing edge of another glass slide to smear a drop of blood across its surface for the purpose of microscopic examination by other personnel.
- Carries or otherwise forwards all labeled blood specimens drawn to appropriate laboratory for analysis.

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- Receive and process patient specimens by centrifuging, making primary inoculations of media, preparing and staining of smears and/or plates, and operating semi and fully automated equipment.
- Record and transcribe laboratory test requests and results from lab reports and worksheets into a permanent log or computer.
- Sort and route laboratory reports to patient's ward or clinics, as needed.
- Conduct non-technical duties which include taking of supply inventories, stocking supplies, clean and maintain work area, equipment and instruments.
- May order lab. supplies from QUEST Diagnostics.
- Check expired blood tubes and document in Lab Verification Log monthly. Return all expired blood tubes to QUEST Diagnostics.
- Performs other related duties as assigned.