Job Template: Clinical Phlebotomist

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P1: Level Standards

GENERAL ROLE

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence.

Incumbents:

- Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
- Assignments tend to be reoccurring and work outputs generally are delivered in a prescribed form/format.
- May alter the order in which work or a procedure is performed to improve efficiency and effectiveness.

INDEPENDENCE AND DECISION-MAKING

→ Supervision Received
  - Works under supervision.
  - Progress and outcomes are reviewed for consistency with instructions and established procedures.

→ Context of Decisions
  - Determines the process of how work is to be done based on precedent, practice, and existing policy at the unit/office level.

→ Job Controls
  - Receives some instructions with respect to details of most work assignments.

COMPLEXITY AND PROBLEM SOLVING

→ Course of Resolution
  - Resolutions are typically generated by utilizing existing procedures or practice.
  - Typically, problems can be quickly and relatively easily resolved.
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→ **Measure of Creativity**
  - Tasks or activities are reoccurring with emphasis typically on precision and timeliness of execution.

**COMMUNICATION EXPECTATIONS**

→ **Manner of Delivery and Content**
  - Regularly provides information on finished materials to others.

**SCOPE AND MEASURABLE EFFECT**

- Actions regularly affect an individual, item, event, or incident, etc.
- Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards.
- Incumbents indirectly promote the general welfare of students, faculty and staff, and safeguard the institution by playing an important role within a process.
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General Summary
Performs phlebotomy, specimen processing, quality assurance, and inventory management.

Reporting Relationships and Team Work
Works under general supervision of a supervisor or manager.

Essential Duties & Responsibilities
The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Draws blood from patients and completes specimen processing of blood samples.
- Engages in specimen processing of urine, feces, and other bodily fluids and tissues.
- Reviews test orders for accuracy and recommends test selection when appropriate.
- Obtains results from referral labs.
- Maintains inventory for specimen collection and point of care testing.
- Ensures appropriate maintenance and calibration of all instruments used for specimen processing; monitors the currency of service records of all instruments as required by regulatory agencies.
- Ensures the proper disposal of bio-hazardous waste generated by the clinical drawing station, including collection, packaging, labeling, handling, tracking, and documentation in accordance with OSHA standards.
- Assists in quality control and other required tests to meet state certification and standards; records quality control and quality assurance activities.
- Participates in quality improvement projects and initiatives.
- Assists in patient appointment scheduling and instruction when appropriate.
- Performs related work as required.

Minimum Qualifications
- Associate’s degree in related field.
- Two to four years of related experience.
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**COMPETENCIES**

**Knowledge of:**
- Proper disposal of hazardous wastes
- Proper specimen handling and processing
- Phlebotomy
- Microsoft Office and related software applications

**Skill in:**
- Inventory management
- Planning and organization
- Understanding students and fostering student success
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

**Ability to:**
- Conduct research on laboratory tests
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Maintain the confidentiality of information and professional boundaries
- Work on projects and initiatives related to process improvement