

Phlebotomist

GENERAL STATEMENT OF DUTIES: Performs screening procedures, specimen retrieval and prepares specimens as required. Assures patient verification and records necessary information in electronic data systems, to include department and state data systems. Works under general supervision; performs related duties as required.

STATEMENT OF TASKS:

Verifies patient by reading patient identification;
Obtains blood specimens by performing venipunctures and finger sticks;
Maintains specimen integrity by using aseptic technique, following department procedures observing isolation procedures;
Enters data into department system and state systems;
Disposes of contaminated needles and other supplies in accordance with applicable laws, standards, and policies;
Disposes of blood or other biohazard fluids or tissue, in accordance with applicable laws, standards, or policies;
Maintain all equipment according to applicable laws, standards, and policies;
Perform all necessary documentation in all recording systems;
Work with other staff to assure quality patient care and continuity of care;
Perform other duties as necessary and required.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Experience in venipuncture and finger sticks;
Clinical experience with children;
Experience in using computer software such as word and excel;
Experience in electronic record systems such as eClinical Works and MiWIC;
Ability to perform clinical test procedures in a health laboratory;
Ability to communicate effectively orally and in written form;
Ability to deal with diverse segments of the population;
Ability to maintain high levels of confidentiality;
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Graduation from a recognized Medical Assistant program, and credentialed as a Certified Medical Assistant (CMA) or a Registered Medical Assistant (RMA).



Human Resources Director

Established: February 19, 2016

Revised: December 19, 2016