



Job Title:	Phlebotomist	
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Summary

Perform venipuncture and skin punctures competently and expediently. Has thorough knowledge of test requirements, assists in Clinical Laboratory as needed. Responsibilities include bleeding time tests, blood cultures, and blood samples.

ROLES AND RESPONSIBILITIES

Promote the mission, vision, and values of the organization

- Perform blood draws competently and expediently with as little patient discomfort as possible
- Record phlebotomy requisitions
- Identify the patient by comparing patient information on the requisition to the patient's identification band before venipuncture is performed
- Display courteous, professional manner towards patients, co-workers, nursing and medical staff
- Label and record all test tubes, log procedures and file paperwork
- Demonstrate knowledge of color top tube to use, volume of blood needed and test requirements
- Follow standard precautions at all times
- Dispose all sharp instruments in a rigid sharp container
- Clean and supply venipuncture trays
- Maintain clean work area
- Order supplies as needed
- Complete assigned duties efficiently and in a timely manner
- Prioritize STAT, scheduled, and outpatient orders
- Seek guidance and direction when necessary
- Demonstrate the value of team concept on a consistent basis
- Assist Laboratory Technician when necessary
- Follow policy and procedures for the Clinical Laboratory

Qualifications

Completion of a certified phlebotomy program, three or more years of experience. specific vision requirements, close vision, distance vision, color vision, depth perception and the ability to focus