



## **JOB DESCRIPTION**

**JOB TITLE:** Laboratory Phlebotomist

**DEPARTMENT:** Laboratory

**SUPERVISION RECEIVED:** Reports to Laboratory Technologists / Technicians / Laboratory Supervisor / Director of Clinical Services

**SUPERVISION EXERCISED:** None.

**JOB SUMMARY:** The Phlebotomist performs venipunctures, prepares and packages blood to be sent out to reference labs; ensures optimal handling and storage requirements to maintain specimen integrity.

### **ESSENTIAL FUNCTIONS:**

1. Receives and/or obtains specimens for analysis using appropriate standard techniques.
2. Orders supplies from Lab Corp, Mayo and RDL.
3. Cleans the centrifuges.
4. Disposes of frozen 24 hour specimens after 2 weeks or after testing has been completed, and differential slides after 3 months.
5. Notifies Federal Express, Mayo courier, and Airborne for specimens that need to be picked up by them.
6. Responsible for complying with OSHA regulations.
7. Maintains patient, employee and clinic confidentiality.

### **QUALIFICATIONS:**

Certification as a phlebotomist by a recognized certification agency. Certified medical assistant who has had phlebotomy training.

### **PHYSICAL REQUIREMENTS:**

1. Mobility: the ability to freely and safely move about the laboratory and other work areas. Must be able to walk, stand, sit, stoop, kneel, crouch, reach, climb, bend, lift, carry, push and pull. Must be able to lift and carry 50 pounds. Must be able to reach laboratory bench tops and shelves, patients lying on exam tables or seated in phlebotomy chairs.
2. Visual acuity: vision sufficient to accurately distinguish colors, read, perform procedures and monitor instruments.
3. Motor skills: the ability to perform procedures which require the use of both hands simultaneously, the coordination and movement ability to manipulate equipment and supplies, the ability to perform procedures which require delicate psychomotor skills such as adjusting control knobs or manipulating small items. Must have manual dexterity, good motor skills, and eye-hand coordination. Must be able to grasp, hold, and feel with fingers.
4. Must have the ability to speak, write, comprehend, and effectively communicate using the English language.
5. Auditory acuity: the ability to hear instructions, requests, overhead pages, timers, and monitor equipment.

***This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills and abilities may change as needs evolve.***