

ACCELHEALTH

JOB DESCRIPTION

I. JOB TITLE: **DATE:**

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|---------------------------|---------------------|
| A. POSITION: | Phlebotomist |
| B. CLASSIFICATION: | Non-Exempt |
| C. ACCOUNTABLE TO: | Nursing Supervisor |
| D. DEPARTMENT | Nursing |
| E. PROGRAM: | CHC Clinics |
| F. OSHA Category: | 1 |

II. JOB SUMMARY:

Responsible for collecting and processing various specimens from patients for laboratory testing.

III. DUTIES AND RESPONSIBILITIES:

- A.** Performs blood drawing/collection procedures to include venipuncture techniques using standard equipment (e.g., vacutainer tubes and sleeves, tourniquets, syringes, and butterfly needles). Specimens are collected in a timely manner with minimal discomfort to the patient.
- B.** Utilizes standard precautions and appropriate personal protective equipment (PPE) during specimen collection.
- C.** Properly identifies patients before specimen collection procedure s are initiated.
- D.** Communicates effectively and professionally with patients, providers, and co-workers. Explains procedures and reassures patients as needed.
- E.** Accurately enters patient care, services, treatments, etc. into the electronic health record and/or laboratory data system within acceptable time frames.
- F.** Prepares, processes, labels and stores patient specimens and samples per policy and/or device manufacturer's instructions.
- G.** Performs point-of-care and waived laboratory tests and quality control checks according to policy and device manufacturer's instructions.
- H.** Maintains adequate inventory of supplies and collaborates with lead laboratory personnel to place supply orders.

- I. Maintains a clean, neat work area. Cleans/disinfects equipment and environmental surfaces between patient use.
- J. Works collaboratively with other clinic personnel to coordinate optimal patient care and efficient patient flow processes, and to increase patient satisfaction with services and care.
- K. Accepts job related training assignments and development opportunities in new tasks and technologies.
- L. Performs other duties incidental to the work herein as may be assigned or delegated.

IV. PERFORMANCE STANDARDS:

Performance will be evaluated by the Nursing Supervisor using the AccelHealth Performance Evaluation forms wherein a satisfactory overall rating is considered a minimum acceptable level of performance.

V. ADDITIONAL RESPONSIBILITIES

- A. May assist other staff members with their duties as work load dictates.
- B. Attends seminars and conferences as needed or requested.
- C. Uses equipment safely and effectively.
- D. Demonstrates an appropriate level of knowledge of infection control for the assigned duties, awareness of the organization's mission and values, knowledge of patient rights.
- E. Complies with in-service requirements and attends mandatory meetings.
- F. Demonstrates knowledge of policies and procedures for safety in the workplace including response to: employee injury, fire, security, incidents, ban on smoking, utility failure, response to medical emergencies, and handling of hazardous material.
- G. Uses and protects access code for computer and telephone.
- H. Utilizes the employee handbook, chain of supervision and other resources.
- I. Demonstrates awareness of process improvement methodology (design, measure, assess, improve). Actively participates in performance improvement activities.

VI. QUALIFICATIONS:

- A. High school graduate or equivalent. Completion of a phlebotomy certification program preferred.

- B. Knowledge of medical terminology.
- C. Ability to interact professionally and effectively with the public and co-workers.
- D. Bilingual (English and Spanish) preferred.

VII. PHYSICAL REQUIREMENTS:

- A. Must be able to perform the essential functions of the position:
 - May be required to lift and/or move more than 50 pounds.
 - Requires full range of body motion
- B. Must be able to meet the attendance requirements of the position.
- C. Must be able to travel to other clinic sites unassisted.
- D. Must be able to assist patients evacuate in the event of an emergency.
- E. Must not pose a direct threat to the health or safety of other individuals in the workplace.

By signing below, I acknowledge that I have received a copy of this job description, that I have had an opportunity to review it, that it has been discussed with me, and I believe I can fulfill the duties contained therein.

Employee Signature

Date