



CARE STAFFING

Professionals

Care Staffing Professionals Job Description

Position: Phlebotomy Technician

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications which may be required of the employee assigned to the position. Depending on the size of the facility the job duties may vary. Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind; my employment with the Company is at-will.

Position Summary

Phlebotomy technicians, or simply phlebotomists, are professionals who draw blood from patients. They take these blood samples to pass to laboratory and further check for health issues, like diseases, bacteria, cholesterol, etc. In the meantime, phlebotomists can work in a wide variety of medical settings and facilities ranging from hospitals to private laboratories. Phlebotomy technicians often possess primary certifications as Phlebotomy Technicians and Certified Phlebotomy Technicians with an additional certification in Phlebotomy.

Position Responsibilities

Common responsibilities of Phlebotomy Technicians include (but are not limited to):

Specimen collection:

- Collect blood samples from patients
- Practice proper patient identification, especially when working on hospital floors
- Label vials with patient names and dates
- Decipher the best method for drawing blood depending on the specific patient
- Transport all specimen samples to a nearby laboratory
- Centrifuge blood samples, depending on if this is allowed in the state you are working in
- Expect to work with a large number of patients varying in age and health status
- Be friendly, courteous and sympathetic when it comes to working with patients
- Keep your phlebotomy cart or station well-organized at all times
- Practice infection control standards at all times when working with patients and equipment

Clinical:

- Measures and records vital signs
- Records patient interview, history, and chief complaint
- Provides patient education with regards to medications, management of diseased, home treatments and special diets

- Prepares patients for examinations and performs routine screening tests
- Assists physician with exams
- Phlebotomy and collection of other lab specimens
- Performs basic lab tests
- Performs EKGs
- Assists with X-ray and physical therapy procedures
- Prepares and administers medications with physician authorization
- Changes dressings, applies bandages, removes sutures and other first aid procedures
- Uses CPR skills when necessary
- Maintains supplies, equipment, stocks and sterilizes instruments
- Practices OSHA safety standards
- Performs accurate, legal, and ethical documentation at all times
- Performs other position-related duties as assigned

Depending on setting, may also:

- Float among various clinical services, where qualified and competent

Other Responsibilities

- Follows facility and OSHA safety rules and procedures while on assignment
- Follows facility and Care Staffing Professionals Unusual Occurrence Protocol
- Respects cultural and religious practices of patients
- Upholds HIPAA regulations
- Punctual and dependent for assigned/confirmed shifts

Position Requirements

- Current phlebotomy technician certificate, in good standing with the State certification board
- High school graduate preferred
- One (1) year phlebotomy experience in corresponding setting is preferred
- Clear background check and drug screen
- Eighteen (18) years or older
- Federal-, State- and Care Staffing Professionals-required credentials current and on file
- Able to read and write consistent with job requirements; cognitive skills as related to the position
- Proficient interpersonal relations and communicative skills

Working Conditions

Phlebotomy Technicians work in well-lighted, clean environments. They constantly interact with other people and may have to handle several responsibilities at once. Most full-time Phlebotomy Technicians work a regular 40-hour week. However, many Phlebotomy Technicians work part time, evenings, or weekends.

Physical Demands

Phlebotomy Technicians may spend a great deal of their professional day walking, standing, moving and manipulating equipment, as well as lifting and moving objects, equipment and supplies. It is reasonable to anticipate lifting 20-25 pounds in any given day. Lifting up to 40-50 pounds may occasionally be required, depending on the specific style or type of care provided.

In the performance of certain patient care tasks, the Phlebotomy Technician may be expected to have sufficient manual dexterity in order to safely perform various skills and techniques. Tasks and expectations may vary by clinical site and medical practice.

Phlebotomy Technicians may also be expected to have a level of visual and auditory acuity sufficient to meet the needs of their job tasks. Corrective equipment and devices may enhance the person's ability to achieve the appropriate level of acuity.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee is frequently required to use hands to finger, handle, or feel; and reach forward with hands and arms. The employee is required to sit and stoop, kneel, or crouch.

Physical Demand Ratings are an estimate of the overall strength requirements that are considered to be important for an average, successful work performance of a specific job. In order to classify the occupation of a worker with a physical demand rating, the most strenuous and frequently performed tasks are evaluated. The overall physical demand rating for a job of the Phlebotomy Technician falls within the **Light** classification according to the Dictionary of Occupational Titles.

*Physical demands as published by the US Department of Labor, 1991 in the Dictionary of Occupational Titles, 4th, Edition. You may contact Care Staffing Professionals' Human Resources Department for a comprehensive list of physical demands.

Signature: _____

Print Name: _____

Date: _____