



<b>Job Title</b>	Phlebotomist I, II	<b>Job Code</b>	HS0737, HS0738
<b>Pay Plan</b>	USPS	<b>Pay Grade</b>	13, 14
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Non-Exempt
<b>Job Family</b>	Health Services	<b>Union Code</b>	0
		<b>Subfamily</b>	Medical Support

**Job Family & Subfamily Summary**

**Health Services Professionals** provide services related to the diagnosis and treatment of patients and medical support functions.

**Medical Support Professionals** provide various administrative and office support functions for a clinical operation.

**Job Summary**

Collects blood and urine specimens, for use by clinicians and/or medical Technologist for clinical analyses, evaluations and/or diagnostic purposes. Maintains specimen integrity by using aseptic technique, following department procedures, observing isolation procedures.

**Representative Duties**

1.
  - Assists in the coordination of daily laboratory operations; including but not limited to greeting patients, instructing them on proper specimen collection method; obtaining blood and urine specimens; labeling specimens, processing patient laboratory orders for reference laboratories; inputting specimen data into computer; and processing blood and urine in the centrifuge
  - Performs CLIA-waived (provider office performed labs) for immediate results
  - Analyzes labs to ensure the highest quality in results, within the established manufacturer's timeframe, and according to established aseptic techniques
  - Ensures the proper utilization and preparation of reagents and supplies
  - Reports results following clinical protocols, alerting physicians and/or nurses immediately about abnormal results
2.
  - Assists with performing daily quality control tests and with the documentation of results on quality control logs
  - Complies with all quality assurance policies such as Occupational Safety Health Administration (OSHA), and blood borne pathogens guidelines and regulations as they relate to safety, cleanliness, and infection control measures
  - Sterilizes and cleans instruments and equipment daily
  - Assists with mandated record keeping functions such as recording temperature logs, maintaining confidential laboratory records in accordance with Federal and State laws and regulations
  - Fulfills clerical responsibilities and assists with monthly reports, as assigned
3.
  - Assists with inventory, requisitions, and ordering clinical laboratory supplies from reference laboratories and wholesaler
  - Ensures lab is stocked with the proper supplies
  - Keeps work area clean and orderly

## Education, Experience, Skill Requirements

	Required	Preferred
Education Level	High School Diploma or Equivalent	
Certification(s)		
Licensure(s)		
<b>Work Experience</b>		
See Level Addendum below		
<b>Additional Requirements</b>		

## Physical/Environmental Demands

Standard office environment with no unique physical demands

## Level Addendum

*Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.*

### Level I

- 2+ years of relevant work experience
- Work is closely supervised
- Problems faced are not typically difficult or complex
- Explains facts, policies and practices related to job area

### Level II

- 4+ years of relevant work experience
- Acts as a department supervisor and responsible for all personnel functions within the department; hiring, position descriptions, scheduling, appraisals and corrective actions according to established criteria
- Develops and maintains Lab procedures to include procedure manuals, quality control, quality assurance and proficiency testing

**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**