

JOB ANNOUNCEMENT (INTERNAL/EXTERNAL)

POSITION INFORMATION

Job Title: Lab Technician I / Phlebotomist
Division: Administrative Services **Department:** Clinical Laboratory
Reports to: Laboratory Manager **Classification:** Regular, Full Time
Opening Date: Wednesday, February 13, 2019 **Closing Date:** Wednesday, February 20, 2019

ANTICIPATED WORK SCHEDULE

(Hour of operation and schedule subject to change)

Department Hours of Operation 24 hours per day, 7 days per week

Schedule Schedule is subject to change dependent on rotational shifts and hours of operation.

BASIC PURPOSE OF THE JOB

Performs phlebotomy functions and non-technical duties in areas including the hospital laboratory, outpatient and off-site services.

QUALIFICATIONS

Minimum Education	▪ Associates degree with Clinical Laboratory and Phlebotomy training (May be substituted for National Phlebotomy Association Certificate).
Minimum Work Experience	▪ One (1) year of experience as a Lab Technician I or Phlebotomist preferred.
Required Licenses / Certifications	▪ National Phlebotomy Association Certificate (May be substituted by an associate's degree that offers Clinical Laboratory and Phlebotomy for education credit)
Required Skills, Knowledge and Abilities	▪

OVERVIEW OF JOB RESPONSIBILITIES

1. Performs phlebotomy (venipuncture, fingerstick, heelstick, and bleeding time) according to established procedure.
2. Determines priority of STAT draws. Ensures timely transport of all patient specimens to lab for testing.
3. Utilizes computers as appropriate in completing assigned functions.
4. Organizes assigned work and accurately completes work load statistics.
5. Helps co-workers when needed and communicates with laboratory departments when needed to ensure an orderly work flow.
6. Under supervision will help in the training of new employees and student interns at the hospital in the performance of phlebotomy duties.
7. Follows all organizational and department or unit policies and procedures.
8. Attends all required safety training programs and can describe his or her responsibilities related to general safety, department/service safety, and specific job-related hazards.
9. Responsibly follows the Hospital Exposure Control Plans/Bloodborne and Airborne Pathogens
10. Demonstrates respect and regard for the dignity of all patients, families, visitors and fellow employees to ensure a professional, responsible and courteous environment.
11. Promotes effective working relations and works effectively as part of a department/unit team inter and intra departmentally to facilitate the department's/unit's ability to meet its goals and objectives.

*Complete job description provided upon employment.