

# **FAITH COMMUNITY HEALTH SYSTEM**

**Jacksboro, Texas**

## **PHLEBOTOMIST**

### **JOB DESCRIPTION**

**January 2024**

**REPORTS TO:** Lead Phlebotomist

**SUPERVISES:** None

**FLSA STATUS:** Non-exempt

### **SUMMARY**

The basic functions of the Phlebotomist are to accurately collect and process appropriate patient samples for diagnosis, treatment, and prevention of disease and to conduct CLIA-waived medical laboratory testing. Specimens may be contaminated with infectious diseases including HIV and other blood borne pathogens.

### **ESSENTIAL FUNCTIONS**

- Pre-Analytic Greet patients, answer phones, register and check in visits, and activate orders in the appropriate system based on requested testing and insurance coverage.
- Pre-Analytic Recognize and resolve questionable orders and patient identification.
- Pre-Analytic Confer with patients to obtain information for laboratory records, explain procedures, allay fears, and elicit cooperation.
- Pre-Analytic Obtain blood specimens by performing venipunctures and fingerstick.
- Pre-Analytic Instruct patients in a sensitive and understandable way on the proper collection method for urine samples.
- Pre-Analytic Follow established guidelines for missed collections, recollects, and difficult phlebotomies.
- Pre-Analytic Process samples using aseptic technique and prepare required paperwork for Faith Community Hospital testing and reference lab testing.
- Analytic Verify specimen identification and appropriateness of sample type/volume for the indicated testing.
- Analytic Demonstrate proficiency performing CLIA waived testing.
- Analytic Recognize questionable results, equipment malfunctions, and technical problems then take timely steps to resolve.
- Post-Analytic Prepare and communicate results of analyses clearly and legibly.
- Post-Analytic Distribute reference lab result reports to the appropriate providers.
- Maintenance/QC Perform and document scheduled QC procedures as required by the manufacturer, troubleshoot QC problems, perform corrective action as necessary.
- Maintenance/QC Record daily temperature/humidity values and perform/record eyewash maintenance.
- Knowledge Participate in the orientation and training of other personnel.
- Knowledge Demonstrate competency in designated lab sections at prescribed intervals.
- Knowledge Update job knowledge by participating in educational opportunities, reading technical publications, and participating in professional societies, as applicable.

- Administration Demonstrate proficiency in all computer-related tasks, including troubleshooting data transmission issues.
- Administration Organize and prioritize workload to avoid delays for patients, testing, and/or reporting results.
- Administration Ensure an adequate level of supplies based on anticipated needs, ensure that work areas are stocked, and maintain records of inventory orders and receipt.
- Administration Ensure efficient operations by using appropriate supplies with minimal waste and using down time constructively.
- Administration Evaluate, address, and/or escalate requests for add-on testing, general laboratory information, and billing inquiries as appropriate.
- Administration Create, review, and revise department documentation.
- Administration Assist with evaluating, implementing, and validating new instruments, products, and/or services.
- Administration Participate in recruitment and selection of new staff.
- Administration Work any shift or location as assigned, work overtime as needed.
- Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

## **PROFESSIONAL REQUIREMENTS**

- Adhere to dress code, appearance is neat and clean.
- Complete annual education requirements.
- Maintain patient confidentiality at all times.
- Report to work on time and as scheduled.
- Wear identification while on duty.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Communicate the mission, ethics and goals of the organization.
- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services.

## **KNOWLEDGE, SKILLS and ABILITIES**

- Excellent written, verbal and listening communication abilities.
- Willingness to establish effective working relationships with internal and external customers.
- Ability to manage conflict, stress and multiple simultaneous work demands in an effective, professional manner.
- Ability to work independently, while collaborating with other team members.
- Ability and willingness to self-motivate, prioritize, and be willing to change processes to improve effectiveness and efficiencies. Adapts to changing patient or organizational priorities.
- Ability to make independent decisions in accordance with established policies and procedures. Decisions and problem solving require a combination of analysis, evaluation, and interpretive thinking.
- Computer literacy, including but not limited to, data entry, retrieval, and report generation.
- Must not have any restrictions for physical work for which reasonable accommodation cannot be made.

## QUALIFICATIONS

- High-school diploma or equivalent with one (1) year of phlebotomy experience required.
- Three (3) years of experience and PBT/CPT(ASCP) or equivalent preferred.

## PHYSICAL REQUIREMENTS:

- Full range of body motion including handling and lifting patients.
- Manual and finger dexterity.
- Hand and eye coordination.
- Sitting for extended periods of time.
- Standing, walking and reaching.
- Lifting and carrying items weighing up to 50 pounds.
- Corrected vision and hearing to within normal range.

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Employee

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Department Head/Administrator

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Date

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.*