

Gonzales Healthcare Systems - Job Description

Job Title: Phlebotomist I		Department: Laboratory	
Employee Reports To: Director of Laboratory		Employee Supervises: N/A	
Exempt/Non-exempt Status: Non-Exempt		Employment Status: Full Time	
Employee Signature:		Approval:	
Date:		Date:	
Position Summary			
<p>Obtains blood, urine, throat cultures and other laboratory specimens through appropriate and safe techniques, using universal precautions. Communicates instructions to patients on specimen collection. Processes specimens to be tested and to be referred for testing. Performs clerical tasks as needed. The ability to comprehend and follow routine written or verbal instruction or directions. OSHA Bloodborne Pathogens I.</p>			
Position Qualification			
Education & Licensure		<p>High School Diploma or equivalent preferred. Completion of an accredited phlebotomy course required. Certification as a Phlebotomist by a nationally *recognized board/agency preferred.</p> <p>*Recognized Certification Agencies: National Certification Agency: Clinical Laboratory Phlebotomy Exam (CLP1b) American Society of Clinical Pathologists: Phlebotomy Technician Exam [PBT (SZCP)] International Academy of Phlebotomy Sciences (IAPS) National Phlebotomy Association (NPA) American Society of Phlebotomy Technicians (ASPT) American Medical Technologists</p>	
Experience		<p>At least one year of experience using blood-drawing techniques in a clinical lab setting preferred.</p>	
Physical Requirements		<p>Prolonged periods of sitting, intermittent standing and walking. Occasional bending, stooping, and reaching. Average lifting of 25# from the floor to waist, 40# from 30" high surface to surface, 15# overhead. Pushing and pulling with 50# force while assisting patients or moving equipment.</p>	
Technology Requirements			
GHS Information Systems		<p>SOFTWARE:</p> <p>Citrix Cerner Office 365 Chrome Orchard</p> <p>WEBSITES:</p> <p>Brightly HealthStream GDrive UKG</p>	

Access Control		
Physical Access	AC-EVERYONE AC-LAB AC-SIEVERS CLINIC AC-ER AC-OB AC-OR	AC-CENTRAL SUPPLY AC-OUTPATIENT AC-MED ROOM AC-NURSING ADMINISTRATION AC-RADIOLOGY

Section 1. Core Behaviors – All Staff	
	Organizational Commitment
1	Demonstrates a professional demeanor
2	Is committed to GHS's Mission, Vision, Values
3	Complies with Gonzales Healthcare Systems and departmental Policies
4	Demonstrates commitment to enhancing how GHS is viewed by others
5	Adheres to Attendance & Punctuality Policy
B	Customer Orientation
1	Advocate of the diverse needs & cultural values of ALL
2	Provides attentive service to ALL
3	Demonstrates respect, sensitivity & care in ALL
4	Protects confidentiality and privacy of ALL
5	Adheres to current GHS's Customer Service Standards
C	Performance Focus & Self Management
1	Organizes & prioritizes work duties
2	Works toward the continuing growth/development of staff
3	Sets & tries to surpass personal & work goals
4	Is aware of one's impact on others
5	Is flexible & adapts positively to new, different or changing situations
6	Asks questions, is informed & acts according to GHS's standards
7	Incorporates the PI plan principles into daily activities
8	Adheres to laws and regulations applicable to job function
D	Team Orientation
1	Acts to work cooperatively with & helps other team members
2	Participates in projects & is a good team player
3	Recognizes and acknowledges others for a job well done
4	Considers coworkers views & recommendations
5	Extends team work behaviors to ALL
E.	Interpersonal Communications
1	Effectively communicates with others in an effort to create mutual understanding
2	Works to find resolutions to problems
3	Encourages two way communications
4	Maintains focus on issues rather than personalities

Section 2. Department Specific Duties and Responsibilities	
A	Essential Duties & Responsibilities
1	Performs venipuncture and capillary sticks on patients observing appropriate technique to ensure specimen integrity, and to ensure that samples are in correct tubes.
2	Observes Universal Precautions in collection of specimens and labels all specimens legibly per CLIA guidelines.
3	Verifies positive identification of patient prior to collection of specimens.
4	Explains specimen collection procedures to patient.
5	Prioritizes patient specimen collection based on Memorial Hospital Laboratory guidelines for prioritization.
6	Notifies Laboratory Staff immediately upon completion of collection of STAT, RTC, or ASAP specimens.
7	Monitors Outpatient registration to ensure patients are seen in a timely fashion.
8	Informs patients of estimated time until collection will be performed. Offers appropriate options if wait time may be lengthy.
9	Observes Medicare Patient ABN protocol.
10	Accepts or rejects delivered specimens collected off site, following appropriate specimen integrity guidelines.
11	Enters lab test orders accurately and efficiently into LIS, including diagnosis codes, Referral Lab tests, STAT, ASAP, Fasting / non-fasting, Fax request, and cc request, etc.
12	Processes specimens accurately, ensuring correct, legible labeling per CLIA guidelines.

13	Ensures that the appropriate specimen storage/transport guidelines are adhered to, preserving specimen integrity.
14	Disinfects and cleans the Phlebotomy workstation and the Processing workstation as blood or other body fluid spills occur, or at least on a daily basis.
15	Keeps the Phlebotomy workstations and the Processing workstation appropriately stocked with necessary supplies, informing the designated individual of supply needs.
16	Cross-trains to be able to perform phlebotomy job functions in all areas of the facility.
17	Assists in teaching other Phlebotomist or phlebotomy students by demonstrating and instructing the mechanics of performance of routine procedures.
18	Provides care appropriate for the neonate and the pediatric, adolescent, and geriatric patients served based on demonstrated knowledge of the principles of growth and development over the life span.
19	Assesses and interprets data on the neonate and the pediatric, adolescent, and geriatric patients' status to identify adolescent, and geriatric patients' status to identify patients' requirements relative to their age-specific needs and provides care needed as stipulated in departmental policy.
20	Perform job-related tasks other than those specifically presented.
B	Infection Control Duties and Responsibilities
1	Follows Infection Control guidelines and policies for Gonzales Healthcare Systems.
C	Safety Duties and Responsibilities
1	Follows Safety guidelines and policies for Gonzales Healthcare Systems.