

**Black River Memorial Hospital**  
**JOB DESCRIPTION**

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| <b>Job Title:</b> Phlebotomist | <b>Employee Name:</b> |
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| <b>Created on:</b> 02/07/18            | <b>Department:</b> Laboratory | <b>Pay Type:</b> Non-Exempt |
| <b>Reports To:</b> Laboratory Director | <b>Reviewed on:</b>           | <b>Revised:</b>             |

**POSITION SUMMARY:** Works under the supervision of a Phlebotomy Manager and a Phlebotomy Lead and performs laboratory specimen collection consistent with company policies and maintains assigned areas in sanitary conditions.

**I. Essential Duties and Responsibilities**

1. Follows policy and procedure manual guidelines for performing various specimen collections as evidenced by periodic monitoring of completed work by Phlebotomy Lead and/or Phlebotomy Manager.
2. Follows quality control methods as evidenced by observation of supervisor.
3. Performs capillary and venous punctures to obtain satisfactory specimens for assay or transport evidenced by assignment.
4. Uses prescribed sterile techniques as set forth by policy and procedure manuals.
5. Performs satisfactory collection of specimens, to include obtaining proper documentation at the time of the blood draw.
6. Serves with a positive customer service attitude and maintain compliance with documentation requirements.
7. Maintains supply inventory and communicate in advance about supply needs in the clinic.
8. Communicate openly and effectively with team members and supervisor; participate in weekly conference calls.
9. Follows the hospital's attendance policy

**Additional Duties**

10. Performs other duties as assigned or as opportunities arise.

**Educational Qualifications:**

- Certification in one or more of the following: American College of Clinical Pathologists (ASCP), American Medical Technologist (AMT), National Certification Association (NCA), or Foreign National Certification that is acceptable to the state and other agencies preferred
- Excellent communication, listening, speaking, and writing skills.
- Proactive development of changes to meet current clinic expectations.
- BLS certification within 1- year of hire date.

**Work Relationship:**

- Reports directly to the Laboratory Director.

**Working Conditions:**

- May require handling of biologically unclean or infectious materials.
- May require contact with strong cleaning and disinfecting solutions such as liquid bleach.
- Isolation techniques and procedures may be required.
- Work is performed largely in a pleasant hospital environment with minimal chance for personal injury.
- Occasionally works near moving mechanical parts.
- The noise level in the work environment is usually moderate.

**Physical Requirements:**

- Frequently exert up to 10 pounds of force to move equipment and supplies.
- Occasionally exert up to 20 pounds of force to move equip/supplies.
- Occasionally push/pull up to 20 pounds of force to move equip/supplies.
- Safely perform low-level reaching and retrieval activities.

**Acknowledgement:**

This job description/evaluation describes the general nature and level of work performed by an employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the department director or administration. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with disabilities.

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Employee Signature

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Date