

## Job Template: Clinical Phlebotomist

<b>Occupational Group</b>	Student Programs/Services						
<b>Job Family</b>	Student Health and Welfare						
<b>Job Path</b>	Clinical Phlebotomy						
<b>Job Title</b>	<b>Clinical Phlebotomist</b>						
<b>Job Code</b>	L40000	<b>FLSA Status</b>	N	<b>Job Category</b>	P	<b>Job Level</b>	1

### **P1: Level Standards**

#### **GENERAL ROLE**

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence.

Incumbents:

- Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
- Assignments tend to be reoccurring and work outputs generally are delivered in a prescribed form/format.
- May alter the order in which work or a procedure is performed to improve efficiency and effectiveness.

#### **INDEPENDENCE AND DECISION-MAKING**

##### *→ Supervision Received*

- Works under supervision.
- Progress and outcomes are reviewed for consistency with instructions and established procedures.

##### *→ Context of Decisions*

- Determines the process of how work is to be done based on precedent, practice, and existing policy at the unit/office level.

##### *→ Job Controls*

- Receives some instructions with respect to details of most work assignments.

#### **COMPLEXITY AND PROBLEM SOLVING**

##### *→ Course of Resolution*

- Resolutions are typically generated by utilizing existing procedures or practice.
- Typically, problems can be quickly and relatively easily resolved.

## Job Template: Clinical Phlebotomist

<b>Occupational Group</b>	Student Programs/Services						
<b>Job Family</b>	Student Health and Welfare						
<b>Job Path</b>	Clinical Phlebotomy						
<b>Job Title</b>	<b>Clinical Phlebotomist</b>						
<b>Job Code</b>	L40000	<b>FLSA Status</b>	N	<b>Job Category</b>	P	<b>Job Level</b>	1

→ *Measure of Creativity*

- Tasks or activities are reoccurring with emphasis typically on precision and timeliness of execution.

### COMMUNICATION EXPECTATIONS

→ *Manner of Delivery and Content*

- Regularly provides information on finished materials to others.

### SCOPE AND MEASURABLE EFFECT

- Actions regularly affect an individual, item, event, or incident, etc.
- Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards.
- Incumbents indirectly promote the general welfare of students, faculty and staff, and safeguard the institution by playing an important role within a process.

## Job Template: Clinical Phlebotomist

<b>Occupational Group</b>	Student Programs/Services						
<b>Job Family</b>	Student Health and Welfare						
<b>Job Path</b>	Clinical Phlebotomy						
<b>Job Title</b>	<b>Clinical Phlebotomist</b>						
<b>Job Code</b>	L40000	<b>FLSA Status</b>	N	<b>Job Category</b>	P	<b>Job Level</b>	1

### Job Template

#### GENERAL SUMMARY

Performs phlebotomy, specimen processing, quality assurance, and inventory management.

#### REPORTING RELATIONSHIPS AND TEAM WORK

Works under general supervision of a supervisor or manager.

#### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.*

- Draws blood from patients and completes specimen processing of blood samples.
- Engages in specimen processing of urine, feces, and other bodily fluids and tissues.
- Reviews test orders for accuracy and recommends test selection when appropriate.
- Obtains results from referral labs.
- Maintains inventory for specimen collection and point of care testing.
- Ensures appropriate maintenance and calibration of all instruments used for specimen processing; monitors the currency of service records of all instruments as required by regulatory agencies.
- Ensures the proper disposal of bio-hazardous waste generated by the clinical drawing station, including collection, packaging, labeling, handling, tracking, and documentation in accordance with OSHA standards.
- Assists in quality control and other required tests to meet state certification and standards; records quality control and quality assurance activities.
- Participates in quality improvement projects and initiatives.
- Assists in patient appointment scheduling and instruction when appropriate.
- Performs related work as required.

#### MINIMUM QUALIFICATIONS

- Associate's degree in related field.
- Two to four years of related experience.

## Job Template: Clinical Phlebotomist

<b>Occupational Group</b>	Student Programs/Services						
<b>Job Family</b>	Student Health and Welfare						
<b>Job Path</b>	Clinical Phlebotomy						
<b>Job Title</b>	<b>Clinical Phlebotomist</b>						
<b>Job Code</b>	L40000	<b>FLSA Status</b>	N	<b>Job Category</b>	P	<b>Job Level</b>	1

### COMPETENCIES

#### Knowledge of:

- Proper disposal of hazardous wastes
- Proper specimen handling and processing
- Phlebotomy
- Microsoft Office and related software applications

#### Skill in:

- Inventory management
- Planning and organization
- Understanding students and fostering student success
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

#### Ability to:

- Conduct research on laboratory tests
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Maintain the confidentiality of information and professional boundaries
- Work on projects and initiatives related to process improvement