

Position Title: Cert. Phlebotomy Tech.
Department: Laboratory
Pay Rate: Depends on experience

Job Summary: Performs laboratory duties as required in obtaining and processing blood specimens and distributing laboratory results by various methods. Performs limited laboratory tests.

Essential Job Functions: The following is a summary of the essential functions of this job. The incumbent may perform other duties, both major and minor, that are not mentioned below; and specific functions may change from time to time. Obtains accurate blood specimens on all patient types. Communicates effectively with patients of various age groups. Maintains a clean, well-stocked Phlebotomy work area. Performs clerical duties required to process orders and obtain results. Performs special collections and gives collection instructions. Maintains up-to-date job knowledge and skills. Makes productive use of work time. Supports a flexible work schedule. Performs specimen processing of samples. Performs laboratory procedures accurately and thoroughly. Performs additional duties in an efficient and timely manner

Education and formal training:

High school diploma or equivalent. Must have passed (or be eligible to take) the Phlebotomy certification through PBT (ASCP) or CPT (ASPT) or equivalent.

Work Experience:

None

Knowledge, skills, and abilities required:

Must have an understanding of medical terminology. Must present a professional, confident view of the Laboratory at all times as to technique, personality, dress, attitude and cooperation.

Physical Requirements:

Must be mobile enough to obtain blood specimens from bed ridden and well as ambulatory patients and deliver charting of patient results. Must be able to see test results and transcribe correctly and be able to speak and hear for communication with patients, hospital personnel, etc. Must be able to lift at least 50 lbs.