



JOB DESCRIPTION

JOB TITLE: Phlebotomist

PAY GRADE: 7+

EXEMPTION STATUS: Exempt Non-Exempt

REVISED DATE: October 2008

SUMMARY: Under general supervision, the Phlebotomist is responsible for preparing and maintaining the laboratory for performance of routine laboratory testing and performing related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Prepare culture media, chemicals, reagents and solutions and obtain specimens for laboratory testing.
2. Perform routine laboratory tests and procedures and prepare specimens for outside laboratory referral.
3. Order, stock, and inventory chemicals, media, and other supplies for laboratory.
4. Operate various laboratory equipment such as autoclave, sterilizing oven, dishwasher, balances, filtration apparatus, PH meters, timers, vortex mixers, etc.
5. Clean laboratory; sterilize and store laboratory equipment.
6. Perform routine maintenance on laboratory equipment.
7. Maintain all laboratory logs and records.
8. Assist in verification of laboratory billings.
9. Coordinate daily communications of laboratory with patient, physicians, and other parties.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

EDUCATION AND/OR EXPERIENCE: Graduation from a standard high school or General Education Degree (GED) equivalent with successful completion from a phlebotomy course or study. Experience in laboratory work involving media preparation and the use of a variety of laboratory tools and equipment preferred.

LANGUAGE SKILLS: Ability to read, interpret, and comprehend simple instructions, (whether written or verbal). Ability to compose simple correspondence and

documentation. Ability to effectively present information and respond to questions in one-on-one and small group situations to patients, third parties, physicians, and other employees of the organization; whether in person or on the telephone. Ability to respond to inquiries in a manner that the respondent can comprehend. Ability to respond effectively to the most sensitive inquiries, complaints, and situations.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and other routine mathematical functions.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and solve practical problems with an extensive variety of information that deals with several abstract and concrete variables. Ability to apply common sense, good judgment, and problem solving skills in difficult situations.

OTHER SKILLS AND ABILITIES: Knowledge of laboratory procedures, set up and safety precautions. Knowledge of various laboratory tools, equipment, and materials. Ability to prepare media, solutions, etc. Ability to use and operate required laboratory tools and equipment. Ability to establish and maintain an effective working relationship with faculty members, students, residents, staff, patients, and other third parties.

WORK ENVIRONMENT: The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job within a standard hospital medical records setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.
Exposure to communicable disease, blood, body fluids, hazardous chemicals, and sharp instruments.
Exposure to injury from patients or equipment.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit; use hands and fingers to handle, or feel objects; reach with hands and arms; and talk or hear at normal ranges within the setting. The employee frequently is required to bend, stoop, kneel, crouch, and/or crawl. The employee is occasionally required to lift, carry, and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus. Rapid mobility may also be required on occasions.

DISCLAIMER: The above statements and performance expectations are intended to describe the general nature and level of work by individuals assigned to this

classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, skills, and abilities required by personnel so classified.

I have received information regarding ETSU Physicians & Associates Policies and Procedures and understand how to access them on-line.

I understand and agree that in the performance of my duties as an employee of ETSU Physicians & Associates, I must hold information of a confidential nature in the strictest of confidence. I must not use or disclose any Protected Health Information other than as permitted by HIPAA requirements. I understand that any violation of the HIPAA policies may result in disciplinary action, which may include termination.

Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or ETSU Physicians & Associates may terminate employment at any time, for any reason.

By signing below, I acknowledge that I have reviewed this job description and will comply to the best of my ability.

Employee Signature

Date

Supervisor's Signature

Date

Human Resources Director

Date