

Muleshoe Area Medical Center Position Description

Job Title: Phlebotomist/Laboratory Assistant
Department: Laboratory
Reports To: Laboratory Manager
FLSA Status: Non-Exempt

SUMMARY: Performs venipuncture, capillary punctures, and collection of other specimens as required to assure that the most proper and valid specimen is used for testing. Operates and maintains laboratory equipment according to policy and procedure. Performs clerical duties to assure that all patient and laboratory records are maintained according to laboratory policies and procedures.

QUALIFICATIONS:

- Knowledgeable of laboratory policy and procedures for specimen handling and processing, test analysis, reporting and maintaining records of patient test results.
- Knowledgeable of skills necessary to provide care appropriate to the age of the patient served.
- Knowledgeable of the principles of growth and development over the life span and possess the ability to assess data reflective of patient's status and interpret the appropriate information needed to identify each patient's requirements relative to his or her age-specific needs and to provide the care needs as described in the department's policies and procedures.
- Knowledgeable of laboratory and medical terminology.
- Knowledgeable of laboratory quality control policies.
- Knowledgeable about state and federal regulations of laboratory.
- Supports and enforces infection control policies and procedures.
- Maintain discretion and confidentiality in communications.
- Knowledgeable about policies and procedures regarding reporting and release of protected health information (PHI).
- Competent in Microsoft Office Word and Excel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Greets patient to the laboratory, logs specimens into the Laboratory Information System (LIS), verifies patient ID and assigning specimen accession numbers, properly labels specimens and prepares specimens for subsequent processing.
- Prepares specimens for immediate analysis or transport to reference laboratories, according to established laboratory policy and procedures.
- Responds to in-person and telephone requests, comments and questions from providers, patients, hospital staff or refers them to the appropriate personnel.
- Performs laboratory-related clerical duties including filing, recordkeeping, entering data into computer database, faxing and distributing test results to appropriate requesting sites/providers in a timely manner.
- Performs waived and moderate complexity testing as needed under the supervision of a laboratory technologists or laboratory manager.

- Competent in venipuncture, capillary and arterial blood collection techniques along with instructing patients on self-collection of other specimens that may be needed for analysis.
- Follows the laboratory departments established corrective action policies and procedures whenever test systems are not within acceptable levels of performance.
- Adhere to laboratory's quality control requirements on all patients testing to ensure accuracy.
- Orders lab supplies and keeps inventory of reference lab items. Pulls outdated/expired supplies on a regular basis. Maintains and orders blood bank inventory from a contracted regional blood bank.
- Assists with non-disposable equipment cleaning and preparation, i.e., centrifuges, computers, lab collection tray. Performs maintenance of equipment under supervision. Records daily temperatures on all equipment.
- Responsible for the performance of patient ventipuncture in an organized and efficient manner through accuracy, timeliness, and cost-effective processes.
- Must be able to relate to and work with ill, disabled, elderly, emotionally upset, and at times, hostile people within the facility.
- Follows the established guidelines and protocols for ventipuncture the includes: proper handling of patients and samples, recognition and resolution of problem scenarios in a professional manner, and reviewing departmental testing logs for completeness of testing requests.
- Accurately and promptly implements provider's orders.
- Maintains a professional approach with confidential hospital and patient information and ensures safe patient environment.
- Follows laboratory polices and guideline regarding waste management.
- Keeps work area clean and orderly.
- Maintain certifications and continuing education requirements needed to perform job.
- Miscellaneous duties as assigned requested or required.

EDUCATION and/or EXPERIENCE:

- High School Diploma/GED
- Accredited PBT/MA Program Certification
- 1-2 years experience, preferred
- Basic Life Support Certificate

LANGUAGE/READING SKILLS:

- Communicate verbally and in writing in English, some Spanish is preferred.
- Legible handwriting is required.
- Read and interpret technical instruction proficiently.

MATHEMATICAL SKILLS:

- Basic statistical concepts and a basic knowledge in the fundamentals of physiology, chemistry and biology.

REASONING ABILITY: Respond to commonly occurring problems/situations for which standards, procedures and precedents exist.

WORK ENVIRONMENT: Regularly required to stand, walk, sit, ascend and descend stairs, possess ability to handle, finger or feel objects, tools or controls; reach with hands and arms.

Must be able to lift 25 pounds from the floor to waist and may occasionally be required to lift 50 pounds from the floor to waist level. Specific vision abilities include close vision and the ability to clearly focus with normal color vision.

I have received and read a copy of this position description and acknowledge that I am able to perform the duties described.

Signature

Printed Name

Date