



# **GOODLAND REGIONAL MEDICAL CENTER**

## **JOB DESCRIPTION**

**JOB TITLE:** Phlebotomist

**RESPONSIBLE TO:** Medical Technologist/Clinical Lab Manager

**JOB SUMMARY & SKILLS NECESSARY:** Obtains neonate, pediatric, adolescent, adult and geriatric patient specimens and enters them into the LIS system. Maintains laboratory inventory. Responsible for cleaning, disinfecting, and sterilizing various equipment.

### **ESSENTIAL JOB FUNCTIONS:**

1. Demonstrates behaviors consistent with organizational mission and goals
2. Demonstrates practices to keep all medical information confidential.
3. Demonstrates behaviors that promote positive patient/staff relations
4. Comes to work as scheduled; arrives for work on time
5. Demonstrates proper safety practices in carrying out job duties
6. Appearance is appropriate to job duties, wears identification on duty
7. Demonstrates appropriate job competencies
8. Complies with organizational policies in course of duties
9. Demonstrates ability to safely assist patients with transfer, lifting or rendering aid on the facility campus.
10. Stock phlebotomy supplies (including phlebotomy trays in ER & EKG cart)
11. Draw patients
12. Order tests on LIS
13. Assist patients with any needs
14. Assist techs with any needs
15. Prepare specimens
16. Order supplies from Shared Services every week
17. When needed order supplies from Path Services & KDHE
18. Stock lab supplies
19. Keep track of inventory and if low add them to the lab "wants and needs" book
20. Clean when time allows
21. Clean centrifuges at least once a month and document it in SQSS.
22. Once a week use the yellow specimen log sheets and write all of the specimens, we received that do not include specimens from our facility that are Medicare this list goes to insurance.
23. Always follows standard precautions.
24. Responsible for adhering to the department's budget

**POSITION QUALIFICATIONS:**

**Minimum Education:** High school graduate or equivalent

**Minimum Experience:** Previous experience preferred; will provide on the job training to ideal candidate.

**Certification or Registration if required:** Certified Phlebotomist preferred, not required. Basic Life Support (BLS) required, certification available following hire.

**PHYSICAL DEMANDS:**

		<b>Lift/Carry</b>		<b>Push/Pull:</b>	
<b>Stand:</b>	Constantly				
<b>Walk:</b>	Frequently	0-10 pounds:	Occasionally	10-25 pounds:	Occasionally
<b>Sit:</b>	Occasionally	10-25 pounds:	Occasionally	25-50 pounds:	N/A
<b>Squat/Kneel:</b>	Occasionally	25-50 pounds:	N/A	50-100 pounds:	N/A
<b>Bend:</b>	Occasionally	50-100 pounds:	N/A	100+ pounds:	N/A
		100+ pounds:	N/A		

\*\*Reasonable accommodations may be made to enable individuals with disabilities to perform the position accountabilities without compromising patient care or departmental efficiency. However, should it be determined that the employee cannot meet the position accountabilities with or without accommodation, it is the right of GRMC to release the individual under Kansas "Employment at Will" doctrine\*\*

**Working conditions:** Contact with patients under wide variety of circumstances. May be exposed to/occasionally exposed to patient elements. Exposed to unpleasant elements (accidents, injuries and illness). Subject to varying and unpredictable situations. Handles emergency or crisis situations. May assist in emergency care. Subject to many interruptions. Occasionally subjected to irregular hours. Occasional pressure due to multiple calls and inquiries. Exposed to blood and body fluids.

**Professional Requirements:** Maintains licensure and adheres to policies, procedures, and maintains patient confidentiality at all times; attends annual in-services and reviews as required; attends departmental meetings on a regular basis; represents GRMC in a positive, professional manner on the job, electronically, in the community; participates in quality activities, complies with all hospital policies regarding ethical business practices; communicates the mission statement & core values of GRMC both on & off the job.

**Acknowledgement:**

I hereby acknowledge that I have received a copy of this position description and that I have both read and understand its contents. I hereby accept responsibility for fulfilling position expectations. I also acknowledge that the Administration or governing body of GRMC may modify the requirements of this job or eliminate it at any time, if deemed necessary. I acknowledge that this position description is representative of overall job requirements but not necessarily comprehensive in its description of all aspects of the job, and I agree that other duties not explicitly mentioned herein may nevertheless be reasonable job expectations on the part of Goodland Regional Medical Center.

**I have received, read, and understand this job description for my position at GRMC.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resource Signature: \_\_\_\_\_ Date: \_\_\_\_\_