

<b>TITLE:</b>	Phlebotomy/Lab Assistant
<b>CLASSIFICATION:</b>	Hourly
<b>HOURS OF WORK:</b>	Full-time, Hours vary and includes some weekend shifts
<b>REPORTS TO:</b>	Clinic Manager

### **SUMMARY**

The Phlebotomist is responsible for the collection and processing of laboratory specimens. Assumes responsibility and is accountable for adherence to WC policies and procedures, as well as all applicable federal and state laws as they pertain to healthcare and employment.

### **ESSENTIAL DUTIES**

- Responsible for protecting Personal Health Information (PHI) and maintaining compliance with WCs Privacy Policy. Uses the minimum PHI necessary when completing assignments.
- Promotes, establishes, and maintains open and effective communications with all members of WC. Serve as communication liaison between the laboratory, physician and reference lab in delivering the highest level of patient care.
- Organizes and facilitates the collection and handling of patients specimens at practitioners' request. Includes but is not limited to venipuncture, urine, and sperm collection.
- Schedule patients for laboratory testing, including but not limited to GTT's, SA's, Cryopreservation.
- Educates the patient as directed in testing instructions and requirements as well as other information that will result in accurate and timely results.
- Processes specimens for in-house and/or off-site testing. Communicates with supervisor(s) when unsure or unclear about procedures, before proceeding.
- Performs CLIA waived and moderately complex testing as directed by the general or technical supervisor and will have review of results by general or technical supervisor. Monitors and follows up on pending lab results to ensure timely reporting of lab results. Notifies supervisor, practitioner, or nurse coordinator of abnormal or panic values.
- Retrieves, organizes, prioritizes, stores, and maintains transmittable information utilizing electronic technology.
- Maintains knowledge of new technologies as they pertain to the scope of the job requirements.
- Maintains compliance with federal and state regulations as they apply to proficiency, safety and competency. Gathers and reports communicable diseases to Lane Co. Health Department.
- Recognizes and responds to emergencies, obtaining assistance from and/or referring to physicians when appropriate.

### **SECONDARY DUTIES**

- Monitors, restocks, and orders supplies as needed to ensure the smooth operation of the laboratory.
- Participates in quarterly patient audits, tracking of tests ordered, billed, and resulted.
- Assumes responsibility for various department functions in the absence of staff members or in overload situations.
- Participates actively and helpfully in special committees as assigned by management and/or physicians.

- Completes competency and compliance training as assigned.
- Any other duties as defined by management or physicians.

#### **EDUCATION AND EXPERIENCE**

Minimum of a High School Diploma and phlebotomy certification or equivalent combination of education and/or experience. Education and/or work related experience should be within the discipline of healthcare and phlebotomy. Must demonstrate competency after successful completion of in-house training and observation.

#### **COMPETENCIES**

- Working knowledge of Laboratory Information Systems.
- Thorough understanding of laboratory testing menu and specimen requirements.
- Working knowledge of equipment used and maintenance of that equipment.
- Strong organizational, and time management skills to ensure maximum productivity.
- Exceptional interpersonal communication skills with the ability to apply common sense; to carry out instructions and instruct others; and to speak clearly to patients, employees physicians, and management.
- Ability to deal with moderately complex problems involving multiple facets and variables in non-standardized situations.
- Ability to work with no supervision while performing duties.

#### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

This job operates in a professional medical office environment. Requires the ability to work under pressure and with a diverse population including staff, physicians, patients, vendors, and other members of the public on a regular basis. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. This position will have frequent exposure to contagious diseases; bodily fluids including blood; toxic substances; medicinal preparations and other conditions common to a clinical environment.

This position requires up to 50% travel to works shifts at other WC laboratory locations.

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 essential duties.

- Continually required to perceive attributes of objects, such as size, shape, location, by touching, particularly with fingertips.
- Continually required to talk, hear, and/or communicate, convey or exchange information in a clear and concise manner.
- Continually requires close visual acuity to perform an activity such as viewing a computer terminal and reading technical procedures.
- Continually uses arms, hands and fingers for grasping, pushing/pulling, twisting/turning of wrists, and manipulating in the performance of various clerical duties such as typing, writing, and maintaining files; and/or to operate medical and technological equipment.
- Frequently required bend, sit, stoop and stretch.

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- Frequently required to stand, walk, and/or move about the office to assist physicians, patients, and to accomplish tasks.
- Frequently required push, pull, reach, and/or transport supplies and or equipment to various locations within the office. (10-50 pounds.)
- Occasionally required to have full range of body motion in order to assist, move, and/or lift patients. (75+ pounds.)