

PHLEBOTOMIST

QUALIFICATIONS & REQUIREMENTS

- A High School Diploma or equivalent and Phlebotomy Certification prior to performing phlebotomy services.
- Current certification in Cardiopulmonary Resuscitation (CPR) and Basic Life Support (BLS) by an American Heart Association Vendor or Military Training Network.
- A current curriculum vitae (CV) which identifies the provider's education and professional qualifications commensurate with the position or specialty for which they are being offered to perform.
- A minimum of one (1) year phlebotomist experience within the last three (3) years.
- Be free from active infections and have current (within the last 12 months) tuberculosis testing and varicella, measles, mumps, and rubella immunizations prior to performing services.
- Have no health or physical disability restrictions that interfere with the performance of duties per this PWS.
- Have the knowledge and ability to use computers and technology efficiently in the course of the duties and responsibilities outlined herein.

DUTIES & RESPONSIBILITIES

- Performs proper specimen collection and labeling procedures used for routine and special procedures. Performs all standard laboratory techniques related to phlebotomy such as correcting patient identification, proper collection of samples (volume, tube type, temperature and/or timing conditions) and collection of specimens for urinalysis, 24-hour urines, toxicology and microbiological (sputum and urine), all defined within the standard operating procedures.
- Must accession all specimens in receiving area and ensure timely transport and distribution of specimens to all sections of the laboratory for immediate processing and testing. If unable to deliver samples due to peak workloads, contacts sectional personnel to transport samples.
- Execute position responsibilities independently and collaboratively in accordance with the scope and Standards of respective occupational area.
- Work in an independent and interdependent relationship with members of the medical staff.
- Maintains legible, accurate, and confidential medical records.
- Follow clinical guidelines and standards of practice for health promotion, maintenance and illness prevention.
- Maintain mandatory requirements and competency standards.
- Treat staff, patients and family with respect and dignity.
- Comply with performance measure identified by VA Central Office.
- Consistently demonstrate helpful, courteous, and respectful conduct at all times.