Class Code: 3034
Occupational Area: 12 Medical Services
Probationary Period: 6 mo.
Effective Date: ~~1/15/2022~~
Last Action: Revised~~/CIT~~

Phlebotomist

Function of Job

~~Under direction from a designated supervisor, employees allocated to this classification conduct procedures to collect specimens from patients in a health care facility for analysis. They perform a variety of technical patient care tasks while adhering to government, industry, or institutional regulatory guidelines.~~ Employees in this classification are responsible for obtaining blood samples and other specimens from patients for laboratory analysis.

Distinguishing Characteristics

This classification is distinguished by the specialized focus on performing phlebotomy and other specimen-collection procedures.

Certain positions use related knowledge and skills but are more properly placed in other classifications. The following provides examples of work where duties and competencies may be similar, but a different classification should be used:

A. If duties are primarily to perform hemapheresis procedures and operate hemapheresis equipment, see the Hemapheresis Technologist classification.

~~A.~~B. If duties involve blood collection and a variety of direct patient care tasks, such as collecting vital signs, cleaning and sterilizing equipment, stocking equipment and supplies, and performing clerical duties, see the Medical Assistant Series.

Characteristic Duties and Responsibilities

~~A(n) Phlebotomist typically –~~ Illustrative examples of work:

1. Reviews and processes procedure orders; documents and ~~communicates~~ follows up on incomplete or invalid procedures.

2. Prepares instruments and~~/or~~ work area ~~according to the specifications of the procedure~~ before starting a procedure ~~; maintains and cleans all instruments and/or areas.~~ Ensures that all instruments are sterile and that all needles, syringes, and related items are first-time use.

3. Screens patient~~(s)~~ prior to ~~a~~ procedure~~s~~.~~;~~ ~~e~~Explains components of procedures to patient~~(s)~~.

4. ~~Conducts procedures; d~~ Determines the best location ~~of~~ for obtaining specimens and performs procedures.

5. Observes and monitors patient~~(s)~~ throughout procedure~~(s)~~; advises of any abnormal indicators.

6. Collects, prepares, and~~/or~~ transports specimens for processing.

7. Performs Clinical Laboratory Improvement Amendments (CLIA)-waived testing; prepares and communicates results.

8. Assists with personnel functions such as training, supervising, and/or developing staff, work schedules, and assignments.

~~9. Maintains current knowledge of and adheres to all government, industry, or institutional regulatory guidelines.~~

~~10. Performs support duties such as registering patients, answering phones, assisting with inventory and records management, etc.~~

~~11.~~9. Performs other related duties as assigned.

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school diploma or equivalent.

~~2. One (1) year (12 months) of work experience as a phlebotomist within the last five years.~~

- AND -

2. One of the following:

A. Six months of work experience as a phlebotomist within the last five years,

- OR -

B. Completion of a training program as established in writing by the facility medical director,

- OR -

~~A.~~C. Current and valid certification as a Phlebotomy Technician (PBT) from the American Society for Clinical Pathology, Certified Phlebotomy Technician (CPT) from the National Health Career Association, or equivalent certification from an accredited institution.

Knowledge, Skills and Abilities

1. ~~Knowledge of phlebotomy principles and practices including but not limited to techniques and procedures, human anatomy and physiology, occupational hazards, and safety measures.~~ **Phlebotomy:** You are knowledgeable about anatomy, proper venipuncture techniques, and the use of various equipment and procedures to ensure safe and effective blood collection.

2. ~~Knowledge of health care administration procedures and systems including medical terminology, medical software, medical billing codes, and confidentiality laws (HIPAA).~~ **Confidentiality Practices:** You are able to follow policies and practices to protect sensitive information from unauthorized access, use, or disclosure.

~~3. Knowledge of relevant equipment, policies, procedures, and strategies to promote the safety and security of people, data, property, and institutions.~~

~~4.~~3. ~~Knowledge of principles and processes for providing customer service.~~ **Customer Service:** You are able to effectively communicate with others to understand their needs, answer their questions or concerns, and provide them with support or service.

~~5.~~4. ~~Knowledge of technology including electronic equipment, computer hardware and software, and their applications.~~ **Computer Literacy:** You can use computers and related technology effectively to perform various tasks, such as entering and saving data, managing records, and other related tasks.

~~6. Ability to identify measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.~~

~~7. Ability to interpret work related documents, policies, and procedures.~~

~~8. Ability to work collaboratively and communicate effectively as appropriate for the needs of the audience.~~

~~9.~~5. ~~Ability to exhibit strong organizational skills and maintain detailed, accurate records.~~ **Detail Orientation**: You are able to notice and accurately manage small elements, inconsistencies, and requirements when performing a task or assignment. You can review information carefully, follow instructions precisely, and help make sure that results meet expected standards.

~~10. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.~~

6. **Patient Preparation:** You know how to prepare individuals for medical examinations, procedures, or treatments by understanding their needs, providing information, and supporting their comfort and safety before the medical intervention.

7. **Universal Precautions:** You are familiar with infection prevention practices that protect healthcare providers and patients from the spread of infectious diseases. These practices include following standard hand hygiene protocols, using personal protective equipment, and properly disposing of contaminated materials.

8. **Verbal Communication:** You can communicate routine and general information to others about services, processes, and procedures.

~~11.~~9. **Written Communication:** You can write sentences and paragraphs that communicate information effectively.

Supplemental Information

The Illinois Department of Public Health (IDPH) requires phlebotomists to have documentation that the individual has completed a training program for proper patient care in blood drawing (training as established in writing by the facility medical director or completion of a training program by a certified training institution).