



## JOB DESCRIPTION

### Phlebotomist

**REPORTS TO:** Director of Laboratory Services

**EDUCATION & EXPERIENCE:** High School Diploma/GED Equivalent.  
Prefer previous phlebotomy experience and/or successful completion from an approved phlebotomy training program.

**SKILLS:** Excellent communication and computer literacy skills. Bilingual in English and Spanish strongly preferred. Ability to multitask and pay close attention to details.

#### PRIMARY DUTIES:

- Understand and Adhere to WFM Laboratory policies and procedures Manual
- Perform venipuncture/skin puncture to collect blood
- Perform testing on patient samples such as urine and stool.
- Identify patients correctly using multiple identification factors.
- Use the appropriate lab generated labels and place them correctly on each blood collection tube or container.
- Review collection requirements for each test ordered.
- Process each specimen for analysis
- Perform waived testing with its necessary Quality Control and verify results before approval in the Lab Information System (LIS).
- Perform scanning duties
- Comply with all regulations regarding patient information confidentiality
- Conform to OSHA guidelines concerning safety and use of personal protective equipment.
- Clean workstation daily

#### OTHER DUTIES:

- Maintain appropriate levels of laboratory supplies
- Order supplies through appropriate vendors using paper supply form or online website.
- Answer phones, and forward messages
- Teach laboratory procedures to students on clinical rotations
- Assist department head to orient new employees to WFM-specific lab procedures
- Assist in covering clinics that are not your primary site.
- Perform other duties as assigned by supervisor

#### PHYSICAL AND MENTAL REQUIREMENTS:

- Visual and auditory accuracy
- Shift length - 8 hours
- Indoor setting
- Continuous use of computer and calculator
- Continuous standing and walking
- Frequent use of telephone

- Frequent data entry
- Continuous repetitive grasping and manipulation of both hands
- Continuous conversational communication
- Occasional reaching, walking, squatting, bending, kneeling, twisting and climbing
- Occasionally carrying, lifting, pushing and pulling of up to 40 lbs.
- Occasionally pushing/pulling patients in wheelchairs weighing up to 200 lbs.
- Occasionally working in confined, noisy, dusty areas
- Frequent use of personal car
- Understand/carry out simple/detailed, oral/written instructions
- Memorize and retain instructions
- Read and interpret detailed specifications

**REVIEWED WITH EMPLOYEE:**

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Employee

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Supervisor

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Date

8/2/2022