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:**

_________________________________________  _______________________________________
Employee                                                                                     Supervisor

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Date

8/2/2022