

# JOB DESCRIPTION FORM

## Position: Phlebotomist

<b>POSITION TITLE:</b> Phlebotomist	<b>DEPARTMENT:</b> Laboratory
<b>APPROVED BY:</b> Director Ancillary Services	<b>IHA JOB CODE:</b>
<b>LATEST REVIEW OF JOB DESCRIPTION:</b> 5/2019	<b>LATEST REVISION OF JOB DESCRIPTION:</b> 5/2019
<b>FORMER REVISION:</b> 3/2018	<b>EXEMPTION STATUS:</b> Exempt                      Non-exempt    X

**Job Summary:**

Phlebotomist is responsible for receiving orders, entering orders into the Laboratory computer system, collecting specimens, assuring filling out test request forms when required and providing appropriate customer information as needed. Consistently demonstrates a positive attitude. Fosters teamwork by offering assistance to others. Acknowledges and responds tactfully to all requests. Shows consideration in interactions with patients, family, and other healthcare team members by demonstrating listening skills and cooperation. Communicates and interacts with others in a professional responsible, cooperative and positive manner at all times. Under general supervision, is responsible for processing specimens for testing and sending out, running automated equipment, performs testing procedures as defined by State and Federal regulations. Responsible for the knowledge, awareness and practice of Davis County Hospital's Safety, Quality (CQI), Behavioral Standards and Corporate Compliance Plan.

**JOB QUALIFICATIONS:**

**Education and Training:**

High school graduate or equivalent. Completion of Phlebotomy program or previous training in a Hospital Laboratory setting preferred.

**Licensures/ Certifications:**

**Experience:** Prefer 1 year experience in Laboratory setting.

**Skills and Abilities:** Training and skills with venipuncture.

Possess excellent customer service skills in all age ranges. Ability to use equipment necessary for the job such as needles, tourniquets, computers and phones.

**REPORTING RELATIONSHIPS:**

Reports to: Lab Manager

Supervises: N/A

**Essential Duties and Responsibilities**

The following description of job responsibility and standards is intended to reflect the major responsibilities and duties of the job but is not intended to describe minor duties and other responsibilities as may be assigned. All are essential job functions according to ADA guidelines and are listed in order of importance.

1. Receives and processes physician requests for testing. Reviews and maintains the diagnosis through the lab order process with all appropriate guidelines for medical necessity review and documentation; obtain additional information for non-covered services from physicians and issue ABN's for non-covered services.
2. Uses excellent customer service skills by greeting patient, identifying self and explaining procedure to patients. Uses developed scripts for specified patient interactions and maintains a pleasant relationship with patients, visitors, and staff. Handles incoming and outgoing telephone calls utilizing excellent customer service skills. Listens to and acknowledges patient concerns prior to performing venipuncture.
3. Collects specimens from patients as appropriate for patient age to include neonatal, infant, child, adolescent, adult and geriatric adult. Specimens collection may include blood, urine, stool, sputum and other body fluids or organs using venipunctures with the vacutainer system, syringe method, butterflies and capillary collections from heels or fingers or accepting various containers of specimens for testing. Collect urine drug screen specimens in accordance with federal laws.
4. Appropriately label specimens per departmental and hospital standard operating procedures. Ensures delivery of the specimens to the processing area as soon as possible to maintain specimen quality. Run/Perform CLIA waived samples as trained and operates automated equipment as directed. Process specimens for reference laboratory send-outs.
5. Operates automated equipment as directed, assists with charting of patient results, completes lab records and Quality Control.
6. Maintains a clean and appropriately stocked tray and work area.
7. Record temperatures, perform proficiency testing and documentation and Quality data as directed.
8. Assists in training new personnel; assists in developing student skills through clinical rotations.
9. Perform EKG's when needed; follow procedures for interpretations and for billing. Run the courier service when needed.
10. Performs additional tasks, special functions and/or special projects as assigned.

## Title – Physical Demands

	Nvr 0 %	Rare 1-5	Seld 6-19	Occas 20-33	Freq 34- 66	Cont 67- 100		Nvr 0 %	Rare 1-5	Seld 6- 19	Occas 20-33	Freq 34- 66	Cont 67- 100
<b>LIFT</b>							<b>PHYSICAL ACTIVITIES</b>						
1 - 10 lbs.							Balancing						
11 - 20							Bend/Stoop						
21 - 35							Twist						
36 - 50							Crouch/Squat						
51-65							Kneel						
66-75							Crawl						
<b>CARRY</b>							Sitting						
1 - 10 lbs.							Standing						
11 - 20							Walk-Level						
21 - 35							Walk-Uneven						
36 - 50							Climb Stairs						
51-65							Climb Ladder						
66-75							Reach Over shlder						
<b>PUSH</b>							Reach-at or below shlder						
1 - 10 lbs.							Pushing						
11 - 20							Pulling						
21 - 35							Lifting						
36 - 50							Use Arms						
51-65							Use Wrists						
66-75							Use Hands						
<b>PULL</b>							Grasping						
1 - 10 lbs.							Fingering						
11 - 20							Foot Control						
21 - 35							Repetitive Motion-						
36 - 50							Talking						
51-65							Hearing						
66-75							Vision						
							Tasting/Smelling						
							Feeling						



# JOB DESCRIPTION FORM

## Position: Laboratory Assistant

<b>POSITION TITLE:</b> Laboratory Assistant	<b>DEPARTMENT:</b> Laboratory
<b>APPROVED BY:</b> Director Ancillary Services	<b>IHA JOB CODE:</b>
<b>LATEST REVIEW OF JOB DESCRIPTION:</b> 5/2019	<b>LATEST REVISION OF JOB DESCRIPTION:</b> 5/2019
<b>FORMER REVISION:</b> 03/2018	<b>EXEMPTION STATUS:</b> Exempt                      Non-exempt X

**Job Summary:** Lab Assistant performs the duties of a phlebotomist and is responsible for receiving orders, entering orders into the Laboratory computer system, collecting specimens, assuring filling out test request forms when required and providing appropriate customer information as needed. Consistently demonstrates a positive attitude. Fosters teamwork by offering assistance to others. Acknowledges and responds tactfully to all requests. Shows consideration in interactions with patients, family, and other healthcare team members by demonstrating listening skills and cooperation. Communicates and interacts with others in a professional responsible, cooperative and positive manner at all times. Under general supervision, is responsible for processing specimens for testing and sending out, running automated equipment, plating cultures and performs testing procedures as defined by State and Federal regulations. Responsible for the knowledge, awareness and practice of Davis County Hospital's Safety, Quality (CQI), Behavioral Standards and Corporate Compliance Plan.

<b>JOB QUALIFICATIONS:</b>
<b>Education and Training:</b>  High school graduate or equivalent. Completion of Laboratory Assistant program or 1 year previous Laboratory Assistant experience/training in a Hospital Laboratory required.
<b>Licensures/ Certifications:</b> CLA Certificate
<b>Experience:</b> Prefer one (1) year experience in hospital Lab setting.
<b>Skills and Abilities:</b> Training and skills with venipuncture. Possess excellent customer service skills in all age ranges. Ability to use equipment necessary for the job such as needles, tourniquets, computers and phones.

<b>REPORTING RELATIONSHIPS:</b>	
Reports to: Lab Manager	Supervises: N/A

<b>Essential Duties and Responsibilities</b>
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The following description of job responsibility and standards is intended to reflect the major responsibilities and duties of the job but is not intended to describe minor duties and other responsibilities as may be assigned. All are essential job functions according to ADA guidelines and are listed in order of importance.

1. Receives and processes physician requests for testing. Reviews and maintains the diagnosis through the lab order process with all appropriate guidelines for medical necessity review and documentation; obtain additional information for non-covered services from physicians and issue ABN's for non-covered services.
2. Uses excellent customer service skills by greeting patient, identifying self and explaining procedure to patients. Uses developed scripts for specified patient interactions and maintains a pleasant relationship with patients, visitors, and staff. Handles incoming and outgoing telephone calls utilizing excellent customer service skills. Listens to and acknowledges patient concerns prior to performing venipuncture.
3. Collects specimens from patients as appropriate for patient age to include neonatal, infant, child, adolescent, adult and geriatric adult. Specimens collection may include blood, urine, stool, sputum and other body fluids or organs using venipunctures with the vacutainer system, syringe method, butterflies and capillary collections from heels or fingers or accepting various containers of specimens for testing. Collect urine drug screen specimens in accordance with federal laws.
4. Appropriately label specimens per departmental and hospital standard operating procedures. Ensures delivery of the specimens to the processing area as soon as possible to maintain specimen quality. Run/Perform CLIA waived samples as trained and operates automated equipment as directed. Process specimens for reference laboratory send-outs.
5. Operates automated equipment as directed, assists with charting of patient results, completes lab records and Quality Control.
6. Maintains a clean and appropriately stocked tray and work area.
7. Record temperatures, perform proficiency testing and documentation and Quality data as directed.
8. Assists in training new personnel; assists in developing student skills through clinical rotations.
9. Perform EKG's when needed; follow procedures for interpretations and for billing. Run the courier service when needed.
10. Performs additional tasks, special functions and/or special projects as assigned.

## Title – Physical Demands

	Nvr 0 %	Rare 1-5	Seld 6-19	Occas 20-33	Freq 34- 66	Cont 67- 100		Nvr 0 %	Rare 1-5	Seld 6- 19	Occas 20-33	Freq 34- 66	Cont 67- 100
<b>LIFT</b>							<b>PHYSICAL ACTIVITIES</b>						
1 - 10 lbs.			X				Balancing			X			
11 - 20		X					Bend/Stoop					X	
21 - 35		X					Twist				X		
36 - 50		X					Crouch/Squat			X			
51-65		X					Kneel				X		
66-75		X					Crawl	X					
<b>CARRY</b>							Sitting				X		
1 - 10 lbs.			X				Standing						X
11 - 20		X					Walk-Level						X
21 - 35		X					Walk-Uneven		X				
36 - 50		X					Climb Stairs			X			
51-65		X					Climb Ladder		X				
66-75		X					Reach Over shlder				X		
<b>PUSH</b>							Reach-at or below shlder					X	
1 - 10 lbs.			X				Pushing			X			
11 - 20		X					Pulling						
21 - 35		X					Lifting		X				X
36 - 50		X					Use Arms						X
51-65		X					Use Wrists						X
66-75		X					Use Hands						X
<b>PULL</b>							Grasping						X
1 - 10 lbs.			X				Fingering					X	
11 - 20		X					Foot Control		X				
21 - 35		X					Repetitive Motion-					X	
36 - 50		X					Talking						X
51-65		X					Hearing						X
66-75		X					Vision						X
							Tasting/Smelling			X			
							Feeling						X