

UW HEALTH JOB DESCRIPTION

PHLEBOTOMY TRAINING SPECIALIST FLOAT

Job Code: 530024	FLSA Status: Non-Exempt	Mgt. Approval: M Marggi	Date: August 2023
Department: Laboratory Services		HR Approval: S. Whitlock	Date: August 2023

JOB SUMMARY

The Phlebotomy Training Specialist is responsible for the initial and ongoing education and training, including competency assessments, of Phlebotomy staff, non-laboratory staff (e.g., Emergency Medical Services, nurse residents, research assistants) in need of phlebotomy training, and students. Under the direction of the Phlebotomy Leadership, the Phlebotomy Training Specialist will create and maintain training curriculum, develop and maintain training and competency checklists. This includes maintaining records for training and competency. The Phlebotomy Training Specialist will monitor progress and provide feedback to those being trained.

The Phlebotomy Training Specialist will work closely with Phlebotomy Leadership while monitoring employee development and identifying opportunities for improvement. The Phlebotomy Training Specialist may provide input to employee performance appraisals, improvement plans and competency assessments. This individual may be involved in the interview/hiring process by providing assessment of candidate's technical skills.

The Phlebotomy Training Specialist is expected to attend educational opportunities related to phlebotomy and may be part of the day-to-day workload in the event there is no need for active training.

MAJOR RESPONSIBILITIES

A. Develop, conduct, monitor and document staff training initiatives

- Develop, conduct, monitor and document new staff training, and staff in-services related to phlebotomy.
- Facilitate, monitor and document completion of mandatory organizational training initiatives
- Will have expert understanding of the duties of Phlebotomist and Phlebotomist Lead
- Work closely with department manager and senior staff to assure that training program is current and effective
- Evaluate and discuss training progress of employees with managers and senior staff
- Work with Phlebotomy Leadership to ensure all employees are trained on fire safety and other safety issues

B. Develop and monitor phlebotomy staff competency

- Develop, maintain and monitor staff competency checklists
- Conduct staff competency assessments in order to comply with regulatory requirements. Address any deficiencies and revise training content if indicated.

C. General Laboratory Responsibilities

- Follows guidelines related to Health Insurance Portability and Accountability Act, designed to prevent or detect unauthorized disclosure of Protected Health Information.
- Promotes culture of safety for patients through proper identification, proper reporting, documentation and prevention of medical errors in a non-punitive environment.
- Communicate regularly with managers to relay problems or concerns.
- Assist in the total quality management in all aspects of training, testing and quality review. Assist in quality assurance activities.
- Attend appropriate meetings as assigned.
- Participates in continuing education.
- Perform additional duties as assigned.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	High School Diploma or equivalent
	Preferred	Completion of accredited phlebotomy training program and clinical rotation
Work Experience	Minimum	One (1) year of experience in phlebotomy.

UW HEALTH JOB DESCRIPTION

	Preferred	<ul style="list-style-type: none"> Two (2) years of experience in phlebotomy. Previous experience in training others
Licenses & Certifications	Minimum	
	Preferred	Phlebotomist (American Society for Clinical Pathology) or equivalent
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> Evidence of training or teaching experience. Ability to present information in multiple ways, so as to meet the needs of individual learners Demonstrated leadership skills Strong interpersonal skills Self-motivated and responsible, ability to work without direct supervision Ability to meet deadlines and multi-task Strong communication skills Tolerance to an acute care setting Demonstrated organizational skills with strong attention to detail Demonstrated problem-solving skills Knowledge of quality control and quality assurance Demonstrated skill with laboratory information systems Knowledge of The Joint Commission, College of American Pathologists and Clinical Laboratory Improvement Amendments regulations related to work area

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input checked="" type="checkbox"/>	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
<input checked="" type="checkbox"/>	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
<input checked="" type="checkbox"/>	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
<input checked="" type="checkbox"/>	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
<input checked="" type="checkbox"/>	Light: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:				

UW HEALTH JOB DESCRIPTION

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.