

## UW HEALTH JOB DESCRIPTION

### PHLEBOTOMIST WEEKEND

<b>Job Code: 530011</b>	<b>FLSA Status: Non-Exempt</b>	<b>Mgt. Approval: M Marggi</b>	<b>Date: August 2023</b>
<b>Department: Laboratory Services</b>		<b>HR Approval: S. Whitlock</b>	<b>Date: August 2023</b>

### JOB SUMMARY

UW Health Clinical Laboratory is a comprehensive provider of laboratory testing, expert medical interpretation of specimens and innovation in laboratory technology. The laboratory plays an essential role in the quality and safety of patient care by providing accurate diagnostic and treatment information to caregivers and patients. Services are provided for inpatients and/or outpatients at the University Hospital, American Family Children's Hospital, affiliated Satellite laboratories or other off-site locations where UW Health provides service.

The UW Health Phlebotomist Weekend works under the general supervision of their manager or supervisor and may assist in the training of students and less senior staff. Student teaching may include nurses, medical assistants, medical technologists, medical laboratory technicians and students in these disciplines. Under supervision, the Phlebotomist completes competency-based training checklists to maintain The Joint Commission, College of American Pathologists and Clinical Laboratory Improvement Amendments compliance. The incumbent may teach advanced skills while maintaining efficient and friendly customer service. Unusual circumstances or problems are referred to more senior staff.

Phlebotomy duties may include:

- Standardized and specialized phlebotomy procedures on patients of all ages
- Proper patient identification and specimen labeling
- Proper use of isolation precautions
- Specimen receiving and specimen processing
- Patient check-in and order entry of laboratory tests in the laboratory information system
- Disposal of blood drawing equipment according to health and safety regulations
- Limited waived testing (ex. Rapid strep, urine dip testing, urine prep) that requires minimal interpretation and judgment

The incumbent will always maintain patient confidentiality and will ensure the comfort and safety of patients and students. The incumbent will communicate patient problems to the clinical staff including clarification of orders and patient status. The incumbent will work closely with management or lead staff to resolve problems.

Organizational skill and ability to prioritize testing requests are essential to successful performance. Attention to detail and reliability are required to ensure proper collection of specimens to be used in the timely diagnosis and treatment of patients. Good communication skills are required during interaction with clinical staff and physicians.

### MAJOR RESPONSIBILITIES

#### A. Responsible for collection of blood and other specimens following approved procedures.

- Select appropriate site for venipuncture (arm, hand, leg, ankle or foot), assemble equipment and collect specimen(s) using correct order of draw and according to policy and procedure.
- Use proper cleansing and aseptic technique to collect blood cultures.
- Collect capillary specimens via skin puncture of finger, big toe or heel into capillary tube or Microtainer.
- Always verify pediatric orders and minimum blood volumes prior to collection from pediatric patient.
- Consult with nursing staff prior to pediatric collection on all Inpatient units. Utilize pain abatement or distraction techniques. If available, use Child Life services appropriately when working in the Outpatient setting.
- Collect specimen(s) requiring special techniques including research kits, syringe collection, tolerance tests and urea breath test.
- Perform emergency first aid as necessary.
- Recognize the need for patient medical assistance and call for the correct Response Team to properly assess and care for the patient.

#### B. Responsibilities for Laboratory testing services.

- Complete all required aspects of patient registration.
- Ensure test request complies with laboratory policy and proper documentation is provided.
- Enter or release patient test orders using the laboratory information system.
- Supply patients with proper collection supplies (ex., 24-hour urine containers and occult blood collection kits).
- Ensure proper patient identification and correct test order upon receipt of specimens.
- Perform laboratory testing on patient specimens using manual kits and automated technology. Maintain sample identification through all steps of the testing process.
- Report results to ordering source using laboratory computer and/or telephone. Call and document critical results as specified by laboratory policy.
- Perform and document routine instrument maintenance on select laboratory equipment.
- Perform and document required quality control activities, such as internal and external controls, patient sample comparisons, and proficiency testing.
- Recommend process improvements.

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- Communicate supply needs to lead worker or manager.
- Attend appropriate meetings as assigned.
- Participate in continuing education.
- Perform additional duties as assigned.

### C. Training and Competency Testing Responsibilities

- Participate in the teaching of venipuncture to students and new employees.
- Provide assistance with teaching blood collection procedures using training checklists provided.
- Provide training support for other employees as needed.

**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	
	Preferred	One (1) year of experience in phlebotomy and/or healthcare
Licenses & Certifications	Minimum	
	Preferred	Phlebotomist (American Society for Clinical Pathology) or equivalent
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Effective written and oral communication skills</li> <li>• Tolerance to an acute care setting</li> <li>• Ability to work independently</li> <li>• Knowledge of medical terminology related to blood collection</li> <li>• Knowledge of safety practices</li> <li>• Strong attention to detail</li> <li>• Demonstrated skill with laboratory information systems</li> </ul>

### 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
	<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, 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"/>	<b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	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
	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25	20-50#	10-25#	Negligible-10#

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	pounds.			
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
List any other physical requirements or bona fide occupational qualifications:				

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.