



OHIO
UNIVERSITY

**Classification and Qualification
Standards**

Phlebotomist

ADMINISTRATIVE/TECHNICAL ROLE

Career Series: Lab and Medical Technology	Job Code: 15211 Grade: A	Date Established: 7/01/2001	FLSA Category: NON-EXEMPT
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JOB SUMMARY

Under immediate supervision, the classification exercises limited judgment and learns to apply and follow routine procedures, techniques, rules, and regulations. This classification requires basic knowledge of blood bank policies and procedures concerning blood donations and disposal of materials, and blood test procedures in order to draw blood and collect specimens under physicians' orders.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Draws blood and collects specimens from patients.
2. Prepares and sends specimens to the lab for analysis.
3. Provides instructions for the collection of specimens to staff and patients.
4. Performs blood tests (e.g., hemoglobin, clotting times, glucose tolerance), and reports results.
5. Maintains records of tests and blood samples.
6. Provides general clerical support.
7. Maintains supply inventory.
8. Verifies and completes requisition for billing.
9. Trains healthcare students and new employees.
10. Performs other duties as assigned.

Worker Characteristics (knowledge, skills & abilities to perform the job duties)

Knowledge of blood bank policies and procedures concerning blood donations and disposal of materials; blood test procedures; training procedures*; and inventory control*. Skill in operation of phlebotomy equipment. Ability to draw blood samples and collect specimens; provide instructions on phlebotomy procedures to staff and patients; and maintain records of tests performed.

(*developed after employment)

Minimum education & experience required (including training, registration & licensure)

6 mos. training or 6 mos. experience in phlebotomy procedures (i.e., blood bank policies and procedures concerning blood donations and disposal of materials, blood test procedures, and operation of phlebotomy equipment).

- Or equivalent of the education and experience listed above.

This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.