



HARDIN COUNTY REGIONAL HEALTH CENTER

Lifespan Health Center Job Posting

POSITION: Phlebotomist

REQUISITION: 1146

LOCATION: Lifespan SMC

Posting Date: 11/26/18

Expiration Date: open until filled

Department: Clinical Support

Salary Range: dep. on education & exp.

Reports To: Nursing Manager

Status: Non-Exempt

Position Hours: 32 hours/week (Monday – Friday, 8am-5pm with ½ days on Tuesday and Friday)

POSITION SUMMARY: The Phlebotomist works as part of the clinical team and assists the physicians and mid-level providers in the provision of primary health care. The Phlebotomist collects laboratory specimens by venipuncture or capillary puncture to aid in the assessment of a client's medical condition. The phlebotomist is able to approach, communicate, and positively interact with the client and other peer professionals while performing duties that may also involve stressful situations. Strict adherence to safety and infection control procedures is required at all times.

CORE DUTIES/RESPONSIBILITIES:

1. Assures comfort and prompt attention to all patients.
2. Obtains blood samples by venipuncture or capillary puncture according to established policies, procedures and techniques.
3. Instructs patients in the collection and preservation of other specimens routinely collected by the patient.
4. Orders laboratory tests in the EHR according to established procedures.
5. Responds to patients, families, vendors & visitors in a courteous manner.
6. Performs related work as assigned.
7. Prepares specimens in a timely fashion.
8. Labels samples with 100% accuracy.
9. Logs specimens using established procedures and follows up on results receipt.
10. Administers injections and performs EKGs when needed.
11. Performs clerical duties as assigned.
12. Maintains copies of patient laboratory orders.
13. Ensures an appropriate environment for the administration of healthcare by keeping the lab area clean, safe, and orderly.
14. Maintains & protects patient's privacy and confidentiality.
15. Performs all CLIA waived testing competency requirements as well as QA checks deemed necessary for each and maintains their associated logs.
16. Maintains various logs, equipment checks, and monthly reports for quality purposes.
17. Performs other duties as may be requested to assist in keeping the organization compliant with all applicable standards.
18. Maintains inventory of all lab supplies; orders as necessary and financially prudent.
19. Maintains and calibrate all lab equipment, reporting any malfunctions.
20. Adhere to all aspects of Bloodborne pathogens and OSHA reporting.
21. Collaborates with other staff to achieve improved patient care & outcomes, improve the patient experience, and coordinate care across multiple settings.
22. Participates in team meetings and huddles, engages in patient pre-visit & advanced care activities, and participates in activities of Patient Centered Medical Home (PCMH) directly or indirectly.
23. Provides patient with evidence-based & self-care education and timely communication.

24. Responds to standing orders.
25. Tracks lab tests and follows up on any missing or late test results as appropriate.
26. Completes necessary trainings and educations as required to maintain certification.

EDUCATION/EXPERIENCE:

1. High School diploma or GED.
2. Phlebotomy certification preferred.
3. Up to three (3) years' experience.
4. Certified in Basic Life Support.
5. Current, valid driver's license and proof of auto insurance.

TO APPLY:

Internal Applicants: Please complete a transfer form and send to Human Resources.

External Applicants: Please submit a current resume to any Lifespan location.

EQUAL OPPORTUNITY EMPLOYEE

It is the policy of HCRHC not to discriminate against any employee or applicant for employment because he or she is an individual with a disability or a protected veteran, (i.e., disabled veteran, Armed Forces service medal veteran, recently separated veteran, or other veteran who served during a war, or in a campaign or expedition for which a campaign badge has been authorized). It is also the policy of HCRHC to take affirmative action to employ and to advance in employment, all persons regardless of their status as individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship, at all levels of employment.