



## **JOB DESCRIPTION Phlebotomist**

Status: Part-time  
Responsible to: Director of Clinical and Outreach Services

### **Phlebotomist Job Responsibilities:**

The Phlebotomist serves patients by identifying the best method for retrieving specimens; preparing specimens for laboratory testing; performing screening procedures, and entering information in the electronic medical records system.

### **Phlebotomist Job Duties:**

- Verifies test requisitions by comparing information with nursing station log; bringing discrepancies to the attention of unit personnel.
- Verifies patient by reading patient identification.
- Obtains blood specimens by performing venipunctures and finger sticks.
- Maintains specimen integrity by using aseptic technique, following department procedures; observing isolation procedures.
- Collects therapeutic drug-monitoring assays by collaborating with nursing personnel to ensure appropriate drug dose to collection time.
- Tracks collected specimens by initialing, dating, and noting times of collection; maintaining daily tallies of collections performed.
- Monitors glucose levels by performing glucose tests; recording results; reporting results to unit nurse-manager.
- Performs bleeding-times tests by entering results to the computer; notifying pathologist of results falling outside normal ranges.
- Enters lab appointments in Electronic Medical Records system and other patient information as needed.
- Maintains quality results by following department procedures and testing schedule; recording results in the quality-control log; identifying and reporting needed changes.
- Maintains safe, secure, and healthy work environment by following standards and procedures; complying with legal regulations.
- Resolves unusual test orders by contacting the physician, pathologist, nursing station, or reference laboratory; referring unresolved orders back to the originator for further clarification; notifying supervisor of unresolved orders.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Serves and protects the health center by adhering to professional standards, hospital policies and procedures, federal, state, and local requirements, and JCAHO standards.

### **Phlebotomist Skills and Qualifications:**

Analyzing Information, Infection Control, Bedside Manner, Attention to Detail, Lab Environment, Procedural Skills, Quality Focus, Hospital Environment, Creating a Safe, Effective Environment, Performing Diagnostic Procedures, Informing Others. Computer literate (basic knowledge of Word, Excel, data management systems for reporting purposes).

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation or national origin.

***To apply for this position please email your resume to [info@chipsstl.org](mailto:info@chipsstl.org) or mail to  
Operations Office, CHIPS Health and Wellness Center, 2431 N. Grand Blvd., St. Louis, MO 63106***

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