

POSITION SUMMARY:

The Phlebotomist serves patients by identifying the best method for retrieving specimens; preparing specimens for laboratory testing; performing screening procedures. This position consistently demonstrates and upholds HHC mission, vision, and value statements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Perform venous access procedures on infants, pediatrics, and adult patients using a standard needle and syringe, as well as a multi-tube needle holder.
2. Perform capillary access procedures on infants, pediatrics, and adult patients whether for direct testing of the sample, into a blood collection tube.
3. Maintains ample stock of all phlebotomy supplies.
4. Ensuring the patient's sample meets the specimen requirements for all tests collected, sufficient volume for testing, the correct collection tube used, insuring proper dilution factor for anticoagulated specimens.
5. Understands proper specimen handling.
6. Verifies patient by reading patient identification.
7. Maintains safe, secure, and healthy work environment by following policies and procedures; complying with legal and federal regulations.
8. Maintains accurate medical record.
9. Understands laboratory requisitioning for appropriate billing documentation.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs other duties as assigned.

COMPETENCIES:

1. Highly organized, proactive, attentive to details and goal oriented
2. Ability to work with large data sets with guidance from medically trained individuals
3. Ability to identify problems, think logically – or creatively, and devise practical solutions
4. Ability to prioritize and carry out work assignments independently and efficiently
5. Excellent writing and oral presentation skills
6. Working knowledge of computer software, including Outlook, PowerPoint, Word and especially Excel
7. Desire to work as part of a multi-disciplinary team to improve patient's health and wellness
8. Strong interpersonal skills and effective telephone skills
9. A commitment to the mission of HHC
10. Displays compassionate leadership in dealing with direct reports
11. Shows a high-level of confidentiality at all times

GENERAL EXPECTATIONS:

1. Be committed to and uphold the mission of the Hometown Health Center.
2. Behave in a professional manner and consistently demonstrate and promote the values of respect, honesty, and dignity for the patient, families, and all members of the healthcare team.
3. Committed to the constant pursuit of excellence and teamwork in improving the care of the patient and families of Hometown Health Center and the Patient Centered Medical Home Neighborhood.
4. Be punctual for scheduled work and use time appropriately.
5. Perform duties in a conscientious, cooperative manner.
6. Perform required amount of work in a timely fashion with a minimum of errors.
7. Be neat and maintain a professional appearance.
8. Maintain confidentiality and protect the Practice by abiding by laws and principles related to confidentiality; keeps information concerning Practice Operations, patients and employees confidential.
9. This position requires compliance with Health Center's compliance standards, including its Standards of Conduct, Compliance Program, and policies and procedures. Such compliance will be an element considered as part of the Director of Program's regular performance evaluation.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and operate a standard computer keyboard and mouse for prolonged periods of time, as well as talk and hear. The employee is occasionally required to stand and walk. The employee may occasionally lift and/or move up to 10 pounds. Vision requirements include: close vision, distance vision, depth perception, and the ability to adjust focus; position involves reading multiple handwriting styles.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an administrative setting within multiple sites of a busy medical health center, with frequent deadlines; noise level is quiet to moderate. This position requires long periods of VDT exposure with proper office ergonomic mechanics. Work may be repetitive and employee should alternate tasks to avoid injury.

QUALIFICATIONS NEEDED FOR POSITION:

Experience and Skill Requirements: The following experience and skills are considered essential:

- Good organizational skills to handle multiple priorities while remaining professional and calm.
- Ability to work with many diverse people.
- Strong level of confidentiality due to the sensitivity of materials and information handled.
- Ability to work independently and be self-directed and flexible.
- Ability to prioritize.
- Ability to perform functions with minimal supervision.
- Ability to work at a high-volume level of accuracy.

Education Requirements: The following education requirements are considered essential:

- Phlebotomy Certified with two years' experience preferred.

** All requirements and skills are considered to be essential, unless otherwise indicated. **

Hometown Health Center is an equal opportunity provider and employer. HHC is an FTCA deemed facility.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____