

PHLEBOTOMIST

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of a professional Nurse or Lab Technician, an incumbent of this class is responsible for performing non-professional, routine tasks associated with drawing blood from patients for the purpose of conducting tests as part of their diagnostic evaluation at the Westchester County Medical Center. The procedures involved are simple in nature, requiring very little previous training. Skill and ability in locating and puncturing appropriate veins in patients and in recognizing signs of negative reaction are required of incumbents in this classification. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Cleans area of puncture site with disinfectants and distends vein, using a rubber tourniquet;

Inserts needle in one of the patient's veins, following strict procedures of asepsis and antisepsis to avoid infection of the patient and contamination of blood being obtained;

Observes patient during entire procedure to detect signs of reaction;

Notifies physician or nursing personnel if complications arise;

Fills specimen containers used for performance of blood tests;

Ensures proper labeling of specimens;

May take blood samples from finger of patients as required;

Transports specimens to appropriate lab for analysis;

May use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May access protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive)

May perform other incidental tasks, as needed. .

REQUIRED KNOWLEDGE, SKILLS, ATTRIBUTES AND ABILITIES: Knowledge of the human anatomy, particularly that portion related to the circulatory system; ability to locate and puncture veins using accepted aseptic procedures; ability to work well with people; dexterity in the use of vein-puncture needles; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; good judgment; dependability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma or satisfactory completion of training in Phlebotomy as verified by the Director of Clinical Labs.

West. Co.
J. C.: Non-competitive†
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Job Class Code: C2902
Job Group: IV