

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: PHLEBOTOMIST

Reports To: Designated Supervisor

UW Job Code: 5277

UW Job Family: 52 - Technical Assistants

SOC Code: 31-9097

FLSA: Non-exempt

Pay Grade: 13

Date: 9-1-21

JOB PURPOSE:

Draws blood from patients and prepares specimens for screening, analysis, or other medical purposes. Collects all sample specimens and labels accordingly. May assist physician/resident/practitioner with routine medical procedures or provide coverage for other areas.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assemble equipment, such as tourniquet, needles, disposable containers for needles, blood collection devices, gauze, cotton, and alcohol on work tray, according to requirements for specified tests or procedures.
- Perform phlebotomy and operate equipment under the direction and supervision of the Laboratory Technologist.
- Verify or record identity of patient or donor and converse with patient or donor to allay fear of procedure.
- Calibrate, operate, and safely maintain laboratory equipment, including microscope, centrifuge, chemistry analyzer, immunoassay analyzer and other equipment.
- Prepare appropriate specimens for culture and transport.
- May conduct interviews, take vital signs and draw and test blood samples to screen donors at blood bank.
- Assist with Quality Control for lab equipment and various testing.

SUPPLEMENTAL FUNCTIONS:

- Must have appropriate technical, interpersonal and computer proficiency.
- Perform other duties as assigned.

COMPETENCIES:

- Consistency
- Sensitivity
- Service Orientation
- Quality Orientation
- Work Tempo

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED**

Experience: **1 year work-related experience**

Required licensure, certification, registration, or other requirements:

- **Basic Life Support (BLS) certification.**
- **A graduate of an accredited phlebotomy program and/or must have documented experience as a phlebotomist.**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Medical terms and applicable medical equipment.
- Medical clinical protocols and procedures.
- Communication methods and techniques.
- Procedures and standards for administration of patient care.
- Medical supplies, equipment, and services ordering and inventory procedures.
- Applicable medical equipment operation.
- Applicable OSHA health, environment and safety, University, federal, and state laws, rules, and regulations.

Skills and Abilities to:

- Provide effective communication and interpersonal skills.
- Transcribe orders into lab computer system.
- Prioritize STAT and ASAP orders.
- Maintain quality, safety, and/or infection control standards.
- Safely operate various medical equipment according to established standards prepare and process laboratory samples using established protocols.
- Maintain calendars and schedule appointments.
- Safely move up to 100 pounds one-third of the time.
- Work as a team member and foster a cooperative work environment.
- Work with a diverse population.
- Sterilize supplies and equipment; maintain and restock examination and procedure rooms.

WORKING CONDITIONS:

Medical clinic environment; regular exposure to biological and chemical hazards, fumes, vapors, infectious diseases, noise and confined spaces; standing, sitting, reaching, and using hands are regular requirements of the position.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.