OSMS of Green Bay

Phlebotomist

Department: Rheumatology
FLSA Status: Non-Exempt
Grade/Level: Regular
Job Type: Regular
Work Schedule: 30 to 40 hours per week. Scheduled days and hours will vary.

Job Status: Full Time
Reports To: Rheumatology Supervisor
Amount of Travel Required: As Needed
Positions Supervised: None

POSITION SUMMARY
Accurately obtain specimens from patients for laboratory analysis. Responsible for clerical duties necessary to maintain high quality and efficient daily operations of the laboratory.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Verify patient by name and date of birth.
- Obtain blood specimens by performing venipunctures and fingersticks.
- Decipher the best method for drawing blood depending on the specific patient.
- Maintain specimen integrity by using aseptic technique, following department procedures; observing isolation procedures.
- Track collected specimens by initialing, dating, and noting times of collection; maintaining daily tallies of collections performed.
- Label vials with patient names and dates.
- Centrifuge blood samples
- Resolve 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.
- Analysis of lab specimens with appropriate training and supervision.
- Keep phlebotomy station well-organized at all times.
- Maintain quality results by following department procedures and testing schedule; recording results in the quality-control log; identifying and reporting needed changes.
• Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
• Adhere to professional standards, clinic policies and procedures, and all federal, state, and accrediting agency rules and requirements.

POSITION QUALIFICATIONS

Competency Statement(s)

• Value #1 United in our Goal - Our ability to be aligned in our mission and objectives drives us to thrive as a successful independent group practice.
• Value #2 Accountable to each Other - Expect the best from each other and hold yourself and others to the same high standard.
• Value #3 Act Professional - We expect open communication, respect and appreciation of others in order to foster a professional environment.
• Value #4 Always Improving - We capitalize on our position as an independent group to continuously find the best way of doing things.
• Accuracy - Ability to perform work accurately and thoroughly.
• Detail Oriented - Ability to pay attention to the minute details of a project or task.
• Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
• Research Skills - Ability to design and conduct a systematic, objective, and critical investigation.
• Safety Awareness - Ability to identify and correct conditions that affect employee safety.
• Communication, Oral - Ability to communicate effectively with others using the spoken word.
• Decision Making - Ability to make critical decisions while following company procedures.
• Customer Oriented - Ability to take care of the patient's needs while following company procedures. Customer orientation implies a desire to serve both external and internal clients/patients by focusing effort on meeting the patient's needs, understanding their concerns, and seeking to build trust. This competency asks the question "How well do you understand the viewpoint and objectives of the patient and attempt to build and maintain long-term relationships with the patients?"
• Analytical Skills - Ability to use thinking and reasoning to solve a problem.
• Self-Confident - The trait of being comfortable in making decisions for oneself.
• Technical Aptitude - Ability to comprehend complex technical topics and specialized information.

SKILLS & ABILITIES

Education: High School Graduate or General Education Degree (GED): Required
Phlebotomy coursework at technical college: Required

Experience: Prior experience preferred

Computer Skills:

Certifications & Licenses: Phlebotomy Certification Preferred
**PHYSICAL DEMANDS**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>N (Not Applicable)</td>
<td>Activity is not applicable to this position.</td>
</tr>
<tr>
<td>O (Occasionally)</td>
<td>Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)</td>
</tr>
<tr>
<td>F (Frequently)</td>
<td>Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)</td>
</tr>
<tr>
<td>C (Constantly)</td>
<td>Position requires this activity more than 66% of the time (5.5+ hrs/day)</td>
</tr>
</tbody>
</table>

**Physical Demands**

- **Stand**: F
- **Walk**: F
- **Sit**: F
- **Manually Manipulate**: F
- **Reach Outward**: O
- **Reach Above Shoulder**: O
- **Climb**: N
- **Crawl**: N
- **Squat or Kneel**: O
- **Bend**: O

**Lift/Carry**

<table>
<thead>
<tr>
<th>Weight</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 lbs or less</td>
<td>F</td>
</tr>
<tr>
<td>11-20 lbs</td>
<td>N</td>
</tr>
<tr>
<td>21-50 lbs</td>
<td>N</td>
</tr>
<tr>
<td>51-100 lbs</td>
<td>N</td>
</tr>
<tr>
<td>Over 100 lbs</td>
<td>N</td>
</tr>
</tbody>
</table>

**Push/Pull**

<table>
<thead>
<tr>
<th>Weight</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 lbs or less</td>
<td>N</td>
</tr>
<tr>
<td>13-25 lbs</td>
<td>N</td>
</tr>
<tr>
<td>26-40 lbs</td>
<td>N</td>
</tr>
<tr>
<td>41-100 lbs</td>
<td>N</td>
</tr>
</tbody>
</table>

**Other Physical Requirements**

**WORK ENVIRONMENT**

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The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.