



Wallowa County Health Care District

JOB TITLE: Phlebotomist

FLSA STATUS: Non-Exempt - Union

DEPARTMENT: Laboratory

DATE: March, 2023

REPORTS TO: Laboratory Director

APPROVED BY: Laboratory Director

JOB SUMMARY:

The phlebotomist will be able to perform record keeping, filing, collect blood samples and other specimens, maintain good public relations with outpatients, inpatients and the general public. The phlebotomist must have computer skills. The phlebotomist must be able to also determine appropriate steps to make the blood collection process as pleasant and non-traumatic as possible for the patient. Phlebotomist must process all lab specimens and distribute them to technologist for analysis.

MISSION, VISION & VALUES:

The successful candidate(s) must share and demonstrate through job performance (and will be evaluated on) the ability, willingness and successful application of support for the Mission, Vision and Values of the District:

Mission: To provide premier Health Care

Vision: To be a recognized leader in mission focus, quality care, and fiscal strength Values: Compassion, Respect, Integrity, Quality, Stewardship, and Family

ESSENTIAL DUTIES & RESPONSIBILITIES:

Includes the following and other duties may be assigned. Nothing in this job description should be inferred to condone an employee acting out of their scope of license. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Collect blood samples in appropriate tubes for various tests from patients as requested by physicians.
- Collect other specimens (urine, cultures, etc.) As requested by physician from outpatients.
- Centrifuge and/or process specimens appropriately for analyzing and distribution throughout the lab.
- Fax, scan, or mail lab reports as necessary.
- Use Laboratory Information System to accession lab orders.
- Restock miscellaneous areas of the lab and help with inventory and ordering.
- Assist with general clean-up of laboratory.
- Assist with special projects as assigned by the supervisor or other technologists.
- Help maintain a helpful, polite and responsive atmosphere between the general public and other departments, patients, physicians and outpatient clinics.
- Other miscellaneous duties, including assisting with phone calls and miscellaneous document distribution.

PHYSICAL DEMANDS:

Specific vision abilities required by this job include; close vision, distance vision, color vision, depth perception, and ability to adjust focus. A required eye test shows that the individual has color vision.

QUALIFICATIONS & EXPERIENCE:

- High School graduate or equivalent education required.
- Desirable knowledge and skills include computer and filing.
- Ability to communicate well.
- Phlebotomy skills, experience and/or certification preferred.



Wallowa County Health Care District

CORE COMPETENCIES:

- Compassion – Welcomes, mentors and receives new team members. Shows concern for the welfare of others.
- Respect – Manages conflict with respect and dignity for others. Attempts to address issues before escalating.
- Integrity – Owns professional development and seeks self-development. Uses good judgment in resolving job problems. Generates and evaluates alternative solutions and makes effective and timely decisions.
- Quality - Pays close attention to detail. Strives to achieve excellence in all things.
- Stewardship – Careful and responsible management of WCHCD resources. Finds productive work to keep busy during slack periods.
- Family – Creates and participates in a team environment. Applies effective interpersonal and problem- solving skills when responding to coworkers, patients and visitors.

POSITION SPECIFIC COMPETENCIES:

- Service Orientation — Actively looking for ways to help people.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Arm-Hand Steadiness — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

WCHCD CODE of CONDUCT & CONFIDENTIALITY STATEMENT:

As an employee of Wallowa County Health Care District (WCHCD) you must agree to abide by the following code of Conduct/Confidentiality Statement.

I understand and agree that in the performance of my duties I must hold medical information in confidence. I understand that any violation of the confidentiality of medical information may result in punitive action. I will at all times protect the safety of our patient/residents understanding that they are our “customers” and the reason for our employment. I will avoid any and all personal conflicts of interest as it relates to my position at this facility. I agree to abide by the dress code for WCHCD. I will not use any of the assets of WCHCD for personal use. I will abide to all rules and regulations of the State of Oregon and the United States in relation to the operation of a medical facility. I will treat my co-workers at all times in a professional & courteous manner. I will strive to always work as a team player with my co-workers. I agree to report any perceived medical/facility operation noncompliance issues immediately through the compliance reporting process.

I have read and understand the above job description.

Employee Signature

Date

ADA – MENTAL ACTIVITY REQUIREMENTS

Position Being Accessed: PHLEBOTOMIST Date Form Completed: 3/16/2015

Form Completed By: RACHEL COCKMAN Title: LABORATORY DIRECTOR

Check the applicable mental demands listed. Consider the level of complexity as well as the frequency of the demand of how often each is done during an average work day (if never, leave box blank).

How often (frequently) does the demand occur: Regularly (R) up to 33%, Frequently (F) from 33-66%, or Continuously (C) 66%+.

Interpersonal Interactions – Frequency C 66% +

- C Simple – such as basic information exchange, etc.
- C Moderate – such as providing work direction or instructions (usually one-on-one), etc.
- C Complex – such as coaching, negotiating, selling, making group presentations, etc.

Supervision – Frequency _____

- _____ Simple – provides basic work direction and support to small groups (up to 15) of usually skilled and semi-skilled employees.
- _____ Moderate – has limited supervisory responsibility for small to medium groups (up to 15) of usually skilled and semi-skilled employees.
- _____ Complex – has full supervisory responsibility for medium to large groups (16 or more) of usually skilled and highly skilled employees.

Problem-Solving – Frequency R Up to 33%

- R Simple – under general supervision, solves problems for self. Complex problems are referred to supervisor.
- R Moderate – under limited supervision, anticipates and solves problems for self, and other lower level/same level employees within and outside own department.
- R Complex – with little/no supervision or direction, anticipates and solves problems for self and others at all levels of the organization.

Analyzing/Evaluation – Frequency R Up to 33%

- R Simple – under direction, examines basic information and/or situations and prepares summaries or draws conclusions for evaluation by others.
- R Moderate – under general direction, examines moderately complex information and/or situations and prepares summary, including recommendation for review by others.
- _____ Complex – independently examines complex information and/or situations, evaluates potential impact, options, and makes recommendations.

Decision-Making – Frequency F from 33-66%

- F Simple – majority of decisions are made utilizing established policies and procedures, and concern self and/or work responsibilities only.
- F Moderate – most decisions are made within company policy constraints, and some latitude exists. Decisions may impact others or the organization
- _____ Complex – decisions are guided by precedent and interpretation of applicable laws, etc. Decisions have a significant impact on others and the organizations.

Equipment Operation – Frequency R Up to 33%

- R Simple – operates simple equipment such as telephone, copy machine, simple hand tools, facsimile machine.
- _____ Moderate – operates somewhat complex equipment, often requiring education/training, including computer hardware/software, switchboard, and pallet jack/forklift.
- _____ Complex – operates complex equipment/machinery requiring extensive training and in-depth understanding of various applications, etc.

Discretion/Confidentiality – Frequency C 66% +

- C Simple – work responsibilities seldom concern confidential and/or sensitive information.
- C Moderate – work responsibilities occasionally concern confidential and/or sensitive information requiring the use of discretion.
- C Complex – work responsibilities frequently concern confidential and/or sensitive information requiring the use of discretion at all times.

Math Skills – Frequency _____

- _____ Simple – ability to perform basic math computations including addition, subtraction, multiplication, and division.
- _____ Moderate – ability to calculate percentages, work with fractional numbers, and perform simple algebra.
- _____ Complex – ability to perform extrapolation and analysis, using advanced math calculations.

Teamwork – Frequency C 66% +

- C Simple – majority of work is performed independently, seldom requiring the use of teamwork or cooperation.
- _____ Moderate – teamwork and cooperation are required approximately 50% of the time in order to successfully complete job duties.
- _____ Complex - teamwork and cooperation are essential to the successful completion of own and others job duties.

Read/Write/Speak English – Frequency C 66% +

- C Simple – ability to understand and follow basic verbal instructions and respond understandably.
- R Moderate – ability to understand and follow somewhat complex verbal and written instructions. Ability to communicate effectively with others, both verbally and in writing.
- _____ Complex – ability to perform complex verbal and written communication face-to-face and in group settings.

Creativity – Frequency R Up to 33%

- R Simple – job duties are regular and recurring and seldom require conceptualizing, planning or implementing.
- _____ Moderate – job duties are somewhat varied, occasionally requiring conceptualizing, planning and implementing.
- _____ Complex – job duties are widely diverse, and frequently require conceptualizing, planning and implementing.

Task Handling – Frequency C 66% +

- C Simple – job duties are repetitive and recurring and focus on a single task, seldom requiring attention to other areas/duties.
- C Moderate – job duties tend to be recurring, but occasionally require attention to and/or coordination of concurrent job duties.
- C Complex – job duties are widely varied, and frequently require attention to and/or coordination of concurrent job duties.

ADA – PHYSICAL ACTIVITY REQUIREMENTS

Position Assessed: PHLEBOTOMIST Date Completed: 3/16/2015

Form Completed By: RACHEL COCKMAN Title: LABORATORY DIRECTOR

Check the applicable physical demands listed. Think of the frequency of the demands in terms of how often each is done in a normal 8 hour work day.

PHYSICAL ACTIVITY DEMANDS	NEVER 0%	REGULARLY UP TO 33%	FREQUENTLY 33-66%	CONTINUOUSLY 66 TO 100%
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fingering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Grasping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive Motions Using Hands/Wrists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive Motions Using Feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Feeling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFTING OR CARRYING DEMANDS	NEVER 0%	REGULARLY UP TO 33%	FREQUENTLY 33 TO 66 %	CONTINUOUSLY 66 TO 100%
Up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>