

PHLEBOTOMIST

(Public Health)

DISTINGUISHING FEATURES OF THE CLASS: The work involves collecting, labeling, and transporting blood for clients of the public health laboratory. The incumbent checks quality of blood and is responsible for the safety and comfort of donors. An incumbent also assists in performing basic clerical tasks associated with laboratory operations. A Phlebotomist does related work as required.

TYPICAL WORK ACTIVITIES:

- Prepares and maintains blood collection equipment and supplies; requisitions supplies and equipment; reports on defective equipment;
- Collects blood from donors, labels, transports, and stores specimens;
- Checks quality of blood and assumes responsibility for safety and comfort of donors;
- Consults with supervisor on activities, needs, problems, and unusual cases;
- Performs duties in accordance with established procedures; follows strict principles of asepsis and antisepsis in performing duties;
- May assist in the orientation and training of others;
- Maintains records, logs, statistics, and files, and prepares reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of the procedures and techniques involved in the collection, labeling, and transporting of blood; good knowledge of equipment and supplies used in the collection of blood specimens; good knowledge of aseptic and antiseptic standards and techniques; ability to collect blood specimens from donors in a safe, efficient, and responsible manner assuring maximum comfort of donors; ability to maintain blood donating equipment; ability to maintain records, logs, and statistics and prepare simple files and reports; tact; dependability; resourcefulness; sound judgement; understanding and pleasant personality; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one of the following:

A.) Completion of an approved course or program in phlebotomy;

OR

B.) Six (6) months of actual experience in performing phlebotomy procedures;

OR

C.) One (1) year of academic instruction in one of the following fields: nursing (RN or LPN), medical technology, or medicine.

SPECIAL REQUIREMENT: Possession of at least a Class D license to operate a motor vehicle in New York State.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 1/19/94