

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION
PHLEBOTOMIST

JOB DESCRIPTION

Employees in this job, under the direction of a licensed Physician or Registered Nurse Manager, collect blood specimens from patients and prisoners in state hospitals and prison facilities or clients of state health care programs, while adhering to established protocols to ensure proper sample collection and patient safety.

There are three classifications in this job.

Position Code Title - Phlebotomist-E

Phlebotomist 6

This is the entry level. The employee works in a learning capacity, receiving on-the-job training. Close supervision is provided in performing a range of phlebotomist assignments.

Phlebotomist 7

This is the intermediate level. The employee works in a developing capacity with increased responsibility for providing a range of phlebotomist assignments.

Phlebotomist E8

This is the experienced level. The employee performs a full range of phlebotomist assignments. Judgment is used in making decisions where alternatives are determined by establishing policies and procedures or methods and practices.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Provides phlebotomy services to patients/prisoners/clients in inpatient, outpatient, or offsite state health program areas.

Obtains a variety of specimens, primarily blood but samples may include urine and various cultures, based on a valid physician's order, standing order, or acceptable protocol.

Collects blood specimens from patients/prisoners/clients through the performance of venipuncture and capillary puncture techniques.

Documents collection in the electronic or patient/prisoner/client health record.

Logs samples and related pertinent information and has responsibility for containers and specimens including proper labeling, packaging and arranging for pick-up or delivery.

Maintains appointment schedule, logs patient/prisoner/client information, collects data, and performs related clerical tasks.

Keeps related medical records and prepares reports.

Attends in-service training programs.

Under the direction and supervision of medical staff, trains others in the theory and practice of phlebotomy.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of the theory of phlebotomy, and venipuncture and capillary puncture methods.

Knowledge of infection control procedures.

Skill in the application of venipuncture and capillary puncture techniques.

Ability to collect a variety of specimens including drawing blood samples using proper phlebotomy methods.

Ability to follow verbal and written instructions

Ability to successfully complete in-service training.

Ability to observe, evaluate, and record conditions, reactions, and changes in the physical condition of patients.

Ability to maintain records and prepare reports.

Ability to communicate effectively.

Working Conditions

The job is located in a hospital, mental health, or correctional facility, or human services agency.

The job requires direct contact with patients, prisoners, or clients.

Some jobs require an employee to be exposed to disease and illness.

An employee may be assigned to work any day of the week or on any shift.

Physical Requirements

The job duties require an employee to handle the physical demands of the work including positioning patients.

The job duties require an employee to bend, reach, stoop, stand and/or walk for extended periods.

Education

Education typically acquired through completion of high school.

Experience

Phlebotomist 6

No specific type or amount is required.

Phlebotomist 7

One year of experience equivalent to a Phlebotomist 6.

Phlebotomist E8

Two years of experience equivalent to a Phlebotomist including one year equivalent to a Phlebotomist 7.

Alternate Education and Experience

Phlebotomist 7

Certification as a phlebotomist from a nationally recognized professional organization may be substituted for the experience requirements.

Phlebotomist E8

State licensure as a practical nurse of registered nurse may be substituted for the experience requirements.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

Phlebotom

Job Code Description

PHLEBOTOMIST

Position Title

Phlebotomist-E

Position Code

PHLEBOTE

Pay Schedule

U11-016

SC

11/20/2016