Position Summary

Obtaining blood specimens (where applicable to a specific position) from patients for laboratory analysis, observing protocols and methods established by the Department of Laboratories, including the accessioning routine for proper identification and processing of such specimens. Performs other duties as assigned.

Essential Functions and Responsibilities Includes the Following:

1. Understands and adheres to the WPH Performance Standards, Policies and Behaviors.
2. Demonstrate knowledge of department and hospital policies and procedures and there execution
3. Attend staff meetings and in-services
4. Complete competency requirements
5. Demonstrate ability to maintain a safe environment and use universal precaution
6. Ability to obtain blood or other specimens using varied technique on all age groups
7. Proficient in the use of the laboratory information system and hospital information system (where applicable)
8. Maintain supplies in a neat and orderly manner
9. Maintain a professional appearance and attitude
10. Make appropriate decisions independently
11. Prioritize workload
12. Inform management of problems
13. Maintain confidentiality of patient data
14. Cross training in ATC, MLW, Phlebotomy/Accessioning, Blood Donors (Where Applicable)
15. Performs all other related duties as assigned.

Education & Experience Requirements

Education:
- High School graduate or GED.
- Basic computer skills.
- In-service training on LIS and HIS computer systems

Licensure:
- Phlebotomy Certification preferred when applicable to a specific position.

Experience:
- Previous phlebotomy experience when applicable.
- Previous experience in a healthcare environment.

Core Competencies

Flexibility
Organized
Adaptability
Attention to Detail
Stress Tolerance
Physical/Mental Demands/Requirements & Work Environment

- May be exposed to chemicals necessary to perform required tasks. Any hazardous chemicals the employee may be exposed to are listed in the hospital’s SDS (Safety Data Sheet) data base and may be accessed through the hospital's Intranet site (Employee Tools/SDS Access). A copy of the SDS data base can also be found at the hospital switchboard, saved on a disc.
- The position operates in a professional office environment. The role routinely uses standard office equipment such as phones, computers, photocopiers, filing cabinets and fax machines located at multiple locations within the building.
- Ability to move equipment & or supplies weighing up to 25 pounds.
- Ability to constantly greet and direct staff, visitors and callers.
- Ability to remain stationary for extended periods of time.
- Ability to move about the office frequently.

Primary Population Served

Check appropriate box(s) below:

- [□] Neonatal (birth – 28 days)
- [□] Patients with exceptional communication needs
- [□] Infant (29 days – less than 1 year)
- [□] Patients with developmental delays
- [□] Pediatric (1 – 12 years)
- [□] Patients at end of life
- [□] Adolescent (13 – 17 years)
- [□] Patients under isolation precautions
- [□] Adult (18 – 64 years)
- [□] Patients with cultural needs
- [☑] Geriatric (> 65 years)
  - All populations
- [□] Bariatric Patients with weight related comorbidities
- [□] Non-patient care population

The responsibilities and tasks outlined in this job description are not exhaustive and may change as determined by the needs of White Plains Hospital.