



tandem health

JOB POSTING

Phlebotomist

Job Summary:

The Phlebotomist assists with patient lab work, and patient and laboratory record keeping, under the direct supervision of the health care provider and licensed nursing staff. Provides support functions for the laboratory to include the collection of blood samples, accessioning and delivering samples, and point of care testing. Serves patients by identifying the best method for retrieving specimens, preparing specimens for laboratory testing and performing screening procedures.

Duties and Responsibilities:

- Ensures urine and blood specimens are collected, labelled and prepared correctly, orders are complete, and all needed information is available.
- Implements and follows all OSHA compliance laws and follows Universal Precautions.
- Follows CLIA standards.
- Uses all IT systems and database to process lab specimen.
- Properly disposes of hazardous materials.
- Maintains a clean working environment and restocks phlebotomy area as needed.
- Maintains confidentiality of all information related to patients and patient results.
- Verifies patient identification using two patient identifiers as outlined per policy.
- Maintains patient confidentiality in all encounters.
- Maintains specimen integrity by using aseptic technique, following department procedures, and observing isolation procedures.
- Collects blood samples by performing venipuncture and fingerstick.
- Tracks collected specimens by initialing, dating, and noting times of collection.
- Monitors glucose levels by performing bedside glucose tests, recording results and reporting results to appropriate clinical staff.
- Assist with POC tests as directed by clinical staff.
- Maintains quality results by following department procedures and testing schedule; recording results in the quality-control log; identifying and reporting needed changes.
- Maintains safe, secure, and healthy work environment by following standards and procedures and complying with legal regulations.
- Verifies test orders and reconciles any discrepancies with ordering provider or nursing staff.
- Assists licensed staff with lab results tracking and follow-up.
- Assists in providing PI reports for improving the quality of patient care.
- Explain test to patients and ensure any questions they may have.
- Performs clerical and other duties as needed or assigned by supervisor.



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Qualifications:

Education and Experience:

- High school diploma or GED required.
- Graduation from a certificate program of Phlebotomy from an accredited institution of higher learning.
- Certification from the National Healthcare Association (NHA) as a Certified Phlebotomy Technician (CPT).
- A minimum of one (1) year Phlebotomy experience.
- Current CPR certification required.

Knowledge, Skills and Abilities:

- Excellent verbal communication and listening skills
- Ability to establish rapport and interact with persons of varied ages, racial, ethnic, cultural and/or economic backgrounds
- Ability to maintain confidentiality of patient information
- Ability to remain calm and professional in stressful or emergency situations
- Infection Control Skills
- Attention to Detail
- Ability to Follow Procedures
- Quality Focused
- Time Management
- Computer proficiency in Windows operation system
- Ability to learn and correctly use Lab-specific and Electronic Health Record software programs

Work Environment:

Very busy atmosphere. Highly stressful when dealing with individual personalities of co-workers, patients and their families. Potential for regular exposure to blood-borne diseases (Category I). Potential for exposure to chemical hazards (Category B).

Physical Demands:

Prolonged, extensive or considerable standing/walking. Assists with lifting and moving patients as necessary. Lifts supplies/equipment up to 20lbs, occasionally, and/or up to 10lbs frequently. Considerable reaching, stooping, bending, kneeling and crouching.

How to Apply:

If you are interested in applying, please download and print an application from our website: www.tandemhealthsc.org. Return your completed application to:

Tandem Health
Attn: Human Resources
550 S. Pike West
Sumter, SC 29150