

# LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.

## JOB DESCRIPTION

**TITLE: Phlebotomist**  
**DEPARTMENT: MEDICAL**  
**SUPERVISOR: REGISTERED NURSE MANAGER**  
**CLASSIFICATION: FULL TIME NON-EXEMPT**

### **POSITION SUMMARY:**

The Phlebotomist is an integral member of the multidisciplinary team who functions under the direction and supervision of the Registered Nurse Manager. The position provides professional, courteous, and friendly assistance to our customers while responsible for the collection of blood specimens via venipuncture or skin puncture technique, preparation of specimens for testing, processing and accessioning of specimens and patient instruction on the collection of other specimens for analysis within the guidelines of Lake County Tribal Health Consortium. Specimens collected and/or handled by phlebotomist include all blood and all forms of bodily fluids. This includes all in house departmental testing as well as those that are processed and sent to a reference laboratory. May also train and supervise students. This position involves all age populations.

### **ESSENTIAL JOB FUNCTIONS:**

- Verifies, performs, labels and collects in-house lab testing while complying with State and Federal infection control standards
- Maintains and records lab specimens, lab reports and other pertinent data regarding patient care.
- Serves as a member of the Care Team and may assist in scheduling necessary PCP or other health care provider appointments.
- Prepares and arranges delivery of special specimens sent to proper reference laboratories
- Relays applicable physician's instructions to patients.
- Coordinates services with other health care providers.
- Prepares examination/treatment rooms for patient use.
- Cleans and sterilizes instruments and equipment.
- Maintains and orders stock of Laboratory and Phlebotomy supplies.
- Participate in public health and outreach programs.
- Sort and distribute laboratory results to ensure they reach the proper destination.
- Performs related tasks as directed.

### **EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:**

- Proof of California Certified Phlebotomy Technician I or II with the State of California Department of Health Services.
- Prior experience in a medical clinic or office.
- Current CPR for Healthcare Providers certification
- Will consider Certified Medical Assistant with Phlebotomy experience.
- Minimum 1 year of phlebotomy experience preferred
- Excellent venipuncture and effective communication skills are required

### **All LCTHC employees are expected to:**

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and

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-Abide by the LCTHC policies and procedures as they may from time to time be updated.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Sitting / Mobility: Approximately 20% of time is spent working at a desk. Balance of time (approximately 80%) is spent moving around work areas. Communication: Ability to effectively communicate with co-workers, patients and members of outside agencies, in person, by telephone, and by email. Vision: Ability to view x-ray, medical records, effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. Lifting / Carrying: Ability to occasionally lift and/or move objects weighing up to 60 pounds. Stooping / Kneeling: Ability to provide patient care, access files/stock supplies in low cabinets and shelves. Reaching / Handling: Ability to use hands to finger, handle, or feel; reach with hands and arms, input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Use of standard medical instruments and equipment, including x-ray, office equipment, computer, telephone, calculator, copiers, and fax. Work is performed in a medical office/clinic environment; continuous contact with other staff and the public.

**INDIAN PREFERENCE:** Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

**NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT:** LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and success of LCTHC.

Employees who are under the influence compromise LCTHC’S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

**HIPAA Health Insurance Portability and Accountability:**

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

***IMPORTANT DISCLAIMER NOTICE***

*The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.*

**Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.**

I have read and understand all aspects of this job description

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Dept. Manager

\_\_\_\_\_  
Date

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HR Signature

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Date

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