



# *Provincial Job Description*

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***TITLE:***  
**(450) Phlebotomist**

***PAY BAND:***  
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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

**Responsible for specimen collection, handling and data entry.**

***QUALIFICATIONS:***

- ◆ **Grade 12**
- ◆ **Phlebotomy Applied Certificate**

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ **Intermediate data entry skills**
- ◆ **Basic computer skills**
- ◆ **Communication skills**
- ◆ **Interpersonal skills**
- ◆ **Ability to work independently**
- ◆ **Valid driver's license, where required by the job**

***EXPERIENCE:***

- ◆ **Previous: No previous experience.**

## ***KEY ACTIVITIES:***

### **A. Specimen Procurement/Accessioning/Pre-Analytical Specimen Handling**

- ◆ Prepares patient for specimen procurement (e.g., identification, consent, medical condition, instruction of procedure).
- ◆ Perform micro-collection on newborns.
- ◆ Enters requisition data and prints bar code labels.
- ◆ Collects, labels and prepares samples according to priority.
- ◆ Collecting diagnostic specimens for legal alcohols and ensuring legal documentation is complete.
- ◆ Completes requisitions for testing, enters patient data and tests requests for daily routine specimen collections.
- ◆ Transports samples within facility or packaging for external transport.
- ◆ Assesses specimen integrity and or adequacy.
- ◆ Performs various protocols and procedures for research.

### **B. Quality Assurance/Quality Control**

- ◆ Participates in Quality Assurance/Quality Control programs as required by government regulations and local protocols.
- ◆ Ensures proper disposal of specimens, reagents and biohazardous waste, as per department policies and procedures.
- ◆ Ensures all work complies with CSA Infection Control (e.g., disinfects benches, countertops, sinks, cupboards and equipment).

### **C. Related Key Work Activities**

- ◆ Performs various clerical duties (e.g., fax, photocopy, scanning, process/file reports, distribute results, book appointments, answer telephone).

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

**Validating Signatures:**

**CUPE:**

**SEIU:**

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**SGEU:**

**SAHO:**

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**Dated: January 15, 2020**