



Provincial Job Description

TITLE:
(450) Phlebotomist

PAY BAND:
9

FOR FACILITY USE:

SUMMARY OF DUTIES:

Responsible for specimen collection, handling and data entry.

QUALIFICATIONS:

- ◆ **Grade 12**
- ◆ **Phlebotomy Training**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Intermediate data entry 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).
- ◆ Enters requisition data and prints bar code labels.
- ◆ Collects, labels and prepares samples according to priority
- ◆ 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. Related Key Work Activities

- ◆ Participates in Quality Assurance/Quality Control programs as required by government regulations and local protocols.
- ◆ Maintains inventory.
- ◆ 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).
- ◆ Provides occasional guidance to the primary function of others, including training period.

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:

SGEU:

SAHO:

Dated: April 5, 2016