



# *Provincial Job Description*

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***TITLE:***  
**(509) Senior Phlebotomist**

***PAY BAND:***  
**12**

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Responsible for specimen collection, handling and data entry. Coordinates department workflow.

***QUALIFICATIONS:***

- ◆ Grade 12
- ◆ Phlebotomy Training

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

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

***EXPERIENCE:***

- ◆ **Previous:** Twelve (12) months previous experience as a Phlebotomist to consolidate knowledge and skills.

## ***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. Coordination**

- ◆ Prioritizes workload and schedules work flow.
- ◆ Schedules staff and maintains payroll time sheets.
- ◆ Provides input for performance evaluations and performance reviews.
- ◆ Provides input into policies and procedures.
- ◆ Provides training and general instruction of students and new staff.

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

- ◆ Participates in Quality Assurance/Quality Control programs as required by government regulations and local protocols.
- ◆ Maintains inventory.
- ◆ Compiles various statistics for month/year-end reporting.
- ◆ 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).
- ◆ Performs various clerical duties (e.g., fax, photocopy, 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: October 20, 2016***