Title: Phlebotomist I

Job Code: BC12

FLSA Status: Non-Exempt

Grade: 422

Effective Date: 3/1/2013

Job Family: 1701 Laboratory: Clinical

Job Function: LR Laboratory and Lab Research

EEO Code: 9.06

JOB DESCRIPTION: Collects, labels, and processes patient specimens following strict protocol for the collection of blood samples, including patient identification and universal infection control procedures. Ensures the accurate labeling of all specimens according to protocol. Processes glassware through washing and drying machines. Maintains and inspects supply levels to ensure immediate availability. Performs related responsibilities as required.

MINIMUM QUALIFICATIONS: A high school diploma or equivalent. Completion of a training course or one year of experience as a phlebotomist.

DATE CREATED/MODIFIED/REVISED: 04/01/11 DRS