

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Phlebotomist

SERIES NO.:

8612

MAJOR AGENCIES:

Mental Health

EFFECTIVE DATE:

03/26/1990

SERIES PURPOSE:

The purpose of the phlebotomist occupation is to interview potential blood donors to determine acceptability & perform venipuncture to collect blood donations, or perform venipuncture to collect blood specimens & prepare specimens for laboratory testing.

CLASS TITLE:

Phlebotomist

CLASS NUMBER:

86121

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of venipuncture & blood donation rules & procedures or venipuncture & laboratory preparation procedures for blood specimens in order to interview potential blood donors to determine acceptability, collect medical history data & perform venipuncture to collect blood donations or perform venipuncture to collect laboratory specimens, label & centrifuge specimens & prepare for transport to outside laboratory test site.

CLASS TITLE: Phlebotomist	CLASS NUMBER: 86121	BARGAINING UNIT: 04
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EFFECTIVE DATE:
03/26/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Interviews potential blood donors to secure medical history, determines acceptability of donor, takes blood pressure, prepares donor & phlebotomy area for blood collection, performs venipuncture to collect blood donation according to established procedures & properly labels blood donation or performs venipuncture on residents/patients/consumers &/or employees to collect blood specimens as requested by medical staff, labels & centrifuges specimens into separate specimens & prepares specimens for transport to outside laboratory site (e.g., labels tubes with appropriate identification; transfers specimens to transfer tubes; delivers transport container to loading site).

Monitors donors for reaction following donation; sterilizes & cleans equipment & disposes of supplies used during venipuncture according to specified precautions; maintains supplies; prepares daily log of testing, received reports & testing sent to outside laboratory sites; files all reports received; reviews reports & delivers to proper medical area; answers or places calls concerning status/results of tests; sets up equipment daily & prepares slides for tests differentials; prepares urine specimens for transport for outside testing.

MAJOR WORKER CHARACTERISTICS:

Knowledge of medical terminology, blood bank policies & procedures concerning acceptability of blood donations, venipuncture & disposal of materials used during venipuncture*. Skill in use of sphygmomanometer & venipuncture. Ability to interview potential blood donors & determine acceptability; gather, collate & classify medical history data; establish & maintain good rapport with donors.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

6 mos. trg. or 6 mos. exp. in collecting medical data from persons, determining acceptability of potential blood donors, reading blood pressure & venipuncture or venipuncture/phlebotomy.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to persons with communicable diseases.