



Provincial Job Description

TITLE:
(509) Senior Phlebotomist

PAY BAND:
12

FOR FACILITY USE:

SUMMARY OF DUTIES:

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

QUALIFICATIONS:

- ◆ Grade 12
- ◆ Phlebotomy Applied Certificate

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate data entry skills
- ◆ Basic computer 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).
- ◆ Performs 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. 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. 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).

D. Related Key Work Activities

- ◆ Maintains inventory/equipment.
- ◆ Performs various clerical duties (e.g., fax, photocopy, scanning, process/file reports, distribute results, book appointments, answer telephone).
- ◆ Provides occasional guidance to the primary function of others, including training period.
- ◆ Compiles various statistics for month/year-end reporting.

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: January 15, 2020