

Classification and Qualification STANDARDS

Phlebotomist/Clinical Laboratory Assistant

Class Code: 7922
FLSA: Non-Exempt

Classification Standard Reformatted: 03-01-2014

OVERVIEW:

Under the supervision of a Clinical Laboratory Scientist or Physician, the Phlebotomist/Clinical Laboratory Assistant supports overall laboratory operations, performs phlebotomy, and basic and CLIA-waived laboratory testing for use in the diagnosis and treatment of medical problems. This is a first-level laboratory classification requiring some formal and on-the-job training to perform the work activities outlined below.

The Phlebotomist/Clinical Laboratory Assistant is distinguished from the Laboratory Assistant in Unit 9 in that the work is clinical and medical in nature and requires specific medical training and certifications. The Laboratory Assistant supports laboratory activities in instructional classrooms.

TYPICAL ACTIVITIES:

The following examples of typical work activities are meant to illustrate the general range of work functions performed by Phlebotomist/Clinical Laboratory Assistants; they are not meant to be all-inclusive or restrictive. Work assignments may involve other related activities within the scope of this classification.

Phlebotomist/Clinical Laboratory Assistants typically perform work involving some or all of the following duties: collect and process specimens for and perform basic and CLIA-waived testing ordered by a physician or other licensed practitioner; prepare cultures and media and operate a variety of clinical laboratory equipment for testing to the point of turning out results; serve as a phlebotomist for a student health center, which requires special certification and entails drawing blood by skin punctures and venipuncture to provide samples for clinical analysis and testing; process and label in-coming and out-going specimens; prepare laboratory samples for outside labs, including the necessary paperwork; support laboratory administrative and clerical functions, including patient recordkeeping and preparing and processing testing paperwork; assist in maintaining laboratory materials and equipment and inventory; ensure applicable equipment is operating at required temperatures and humidity; may also perform some limited tests for which the incumbent has specific training and provide support to other clinical departments within the student health center.

MINIMUM QUALIFICATIONS:

Knowledge:

General knowledge of clinical laboratory operations and equipment, including an understanding of, or the ability to quickly learn, laboratory safety and quality assurance practices and procedures. General knowledge of medical terminology pertinent to laboratory operations; applicable laws and regulations pertaining to clinical laboratory operations and patient confidentiality. Working knowledge of CLIA-waived testing procedures, methods, and criteria.

Abilities:

Ability to collect required specimens for and perform assigned CLIA-waived testing with required attention to accuracy and detail; perform phlebotomy using the appropriate equipment including venipuncture and capillary puncture; use applicable equipment and materials in performing laboratory tests; use applicable automated

systems for maintaining and tracking laboratory and patient records; maintain patient confidentiality as required by applicable state and federal laws and regulations; maintain effective working relationships with practitioners and other health center support staff; and be sensitive to and communicate effectively with diverse patients.

Education and Experience:

High school diploma or equivalent and six to twelve months of related experience in a healthcare setting or equivalent combination of education and experience which provides the required knowledge and abilities.

License and Certifications:

Possess and maintain valid certification as a Certified Phlebotomy Technician I, as defined by the California Department of Health Services, which permits the incumbent to perform skin punctures and venipuncture.