



University System of Maryland Job Class Specification

TITLE: PHLEBOTOMIST
FLSA: NONEXEMPT
EEO6: H50
IPEDS-SOC: 31-9097

JOB CODE: N03PLU
JOB TYPE: INST SPECIFIC UMAB
JOB FAMILY/SERIES: MED

APPROVED BY:
Chancellor Donald N. Langenberg

EFFECTIVE DATE: 07/01/1996

JOB SUMMARY

Under direct supervision, obtains and prepares blood and non-blood specimens for analysis.

PRIMARY DUTIES

1. Verifies positive identification and explains specimen collection methods and procedures to patient.
2. Performs venipunctures and fingersticks to obtain blood specimens according to established aseptic techniques.
3. Labels, dates, and records specimens obtained. Ensures that specimens are sent in a timely manner to the appropriate laboratory for culture and analysis.
4. Maintains record or database of activities such as patients seen, type and number of specimens obtained, type and number of specimens received, and test results.
5. Assembles equipment such as needles, disposable specimen containers, tourniquet, gauze, cotton, and alcohol according to specified procedures. Monitors inventory and orders supplies.
6. Disinfects work area and equipment according to established methods and procedures in order to prevent spread of infection and/or disease.
7. Provides general clerical support such as typing, answering phones, responding to general inquiries, scheduling appointments, and mailings.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific

N03PLU - INST SPECIFIC UMAB - PHLEBOTOMIST

Page 2

duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High-school diploma or GED.

EXPERIENCE:

OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Ability to learn and perform venipunctures and fingersticks. Ability to communicate effectively both orally and in writing. Ability to follow written and verbal instructions. Ability to use computers and other office equipment. Ability to perform extensive standing and walking. Ability to concentrate and pay close attention to detail when verifying patient identification, drawing blood, labeling specimens, and recording activities. Ability to wear and work in personal protective equipment.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Candidates selected for employment must successfully complete a formal or in house training in phlebotomy techniques. Candidates selected for employment may be subject to medical inquiries and/or medical examination to determine ability to perform the job. Employees in this job class may be subject to pre-employment and random drug testing. Overtime, weekend, on-call and shift work may be required in some positions.