

PHLEBOTOMIST

DEFINITION

Under general supervision, collects administrative and evidentiary blood, breath and urine specimens from patients for laboratory analysis.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Traffic Bureau Commander.
Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

This is a single position class assigned to the Police Department.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

Collects blood, breath and urine specimens from adult and juvenile patients at the direction of Police Department personnel; distributes specimens to the proper laboratory or facility for testing or storage.

Maintains supplies and inventory control.

Performs various computer and clerical tasks including word processing, filing and related functions as required by the department.

Performs a variety of quality control procedures to maintain compliance with external and internal regulations.

Provides testimony as an expert witness in legal proceedings.

Books evidence and maintains records of evidence; maintains log of lab tests performed and other confidential information.

Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

OSHA standards for processing and transporting bodily fluids, including safety precautions and practices related to Blood Borne Pathogens.

Phlebotomy procedures and techniques including the maintenance of confidential information.

Practice and procedure of chain of custody as it relates to specimens to be analyzed in a laboratory.

Skill to:

Operate an office computer and a variety of word processing and software applications.

Obtain specimens or samples from patients using a variety of approved methods including venipuncture, syringes, fingersticks or skin puncture.

Ability to:

Take vital signs including a patient's blood pressure, pulse and respiration rate.

Maintain accurate confidential data and information, and compile and maintain complex and extensive records, statistics, and files.

Learn and follow various protocols, rules and safety measures.

Maintain a clean and sterile work environment.

Establish effective working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

Maintain a flexible work schedule including nights, weekends and holidays.

MINIMUM QUALIFICATIONS

Experience:

One year of full-time paid experience as a Phlebotomist in an in-patient or out-patient setting.

Education:

Possession of a high school diploma or GED.

Special Requirement(s):

Certification as a Phlebotomy Technician by the California State Department of Health Services at time of appointment.

Possession and maintenance of a valid California Driver's License during the entire course of employment.

APPROVED: _____
Director

DATE: _____