



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 3208

PHLEBOTOMIST

GRADE D

SCOPE OF WORK:

Work activities consist of drawing blood from patients at the State Hospital and Department of Corrections inmates and performing related administrative procedures for the clinical laboratory.

DUTIES PERFORMED:

- Utilize standard procedures to provide patient identification; verify patient restriction status (such as fasting or non-fasting, time of last medication dosage, etc.); record appropriate collection information on proper lab forms.
- Collect blood samples from patients and inmates by performing venipunctures following universal precautionary guidelines.
- Perform urinalysis screening collections as directed.
- Label specimens, release patient or inmate to appropriate staff, and deliver specimens to the laboratory.
- Keep phlebotomy tray and blood drawing area in neat and sanitary condition; maintain necessary supplies.
- Perform mail pickup and delivery.
- Report abnormal test results to supervisor or appropriate medical staff.
- Assure that hazardous waste is disposed of according to standards.
- Maintain quality control regulations, respond promptly to requests for services.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires high school diploma or GED. Individuals employed in this classification must complete on-the-job phlebotomy training under the direct supervision of licensed laboratory personnel.

Eff. Date: 08/01

Rev: 07/12 – Conversion to Hay System