

**BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM**

Class Title: Phlebotomy Technician III

Class Code: 3353

Pay Grade: 408

GENERAL CLASS DESCRIPTION:

Under general supervision, performs complex phlebotomy services and a variety of functions related to phlebotomy. Provides functional supervision and training of Phlebotomy Technician I, Phlebotomy Technician II, and students as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Obtains blood and other specimens from patients of all ages according to established policies and procedures for specimen collection, handling, and processing.
2. Perform skin puncture or venipuncture according to aseptic techniques. Complete redraws as needed.
3. Performs routine and complex specimen procurement processes.
4. Labels specimens according to hospital policy.
5. Instruct and train staff and students in phlebotomy techniques.
6. Responds to inquiries concerning phlebotomy policies and procedures.
7. Performs data entry and computer tasks related to order entry and phlebotomy.
8. Order, receive, and replenish supplies.
9. Maintains phlebotomy area and equipment
10. Lead quality improvement projects for assigned area or unit.
11. Recommends measures to improve service methods, quality control, and suggests changes in working conditions and use of equipment to increase efficiency and safety.
12. Participates in and contributes to department/division/unit committees, meetings and/or projects and in-services.
13. Assure compliance with Joint Commission standards.

KNOWLEDGE, SKILLS, AND ABILITIES:

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

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1. Ability to follow oral and written instructions.
2. Ability to communicate effectively with others.
3. Ability to instruct and train employees.
4. Knowledge of care and use of laboratory equipment.
5. Knowledge of principles of sanitation, health hazards, and the necessary precautionary measures.
6. Knowledge of standard lab cleaning techniques, equipment and supplies required.
7. Knowledge of keyboarding and computer data entry skills
8. Ability to use proper bending and lifting techniques.
9. Ability to collect data and maintain accurate records.
10. Ability to clearly explain the process of venipuncture and other specimen collection.
11. Knowledge of the terminology of tests offered in the laboratory or clinic setting.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. High school graduation or equivalent, and
2. Current certification as a Phlebotomist Technician by ACA (American Certification Agency), AMT (American Medical Technologists), ASCP (American Society for Clinical Pathology), NCA (National Center for Competency Testing), NCCT (National Credentialing Agency) or NHA (National Healthcareer Association), and
3. Three years of experience performing phlebotomy work.