



**Code:** 2545; 2546

**Title:** Phlebotomist

**Location:** Northridge, Ca

**Status:** Full-time, 8 hr shift (2 positions)

**Department:** Donor Room

**Description:** The Phlebotomist will screen donors, draw blood samples, assist or perform a collection of whole blood, leukapheresis and/or plateletpheresis products, and perform various other duties to facilitate smooth and efficient operations under the supervision and direction of a Registered Nurse.

**Responsibilities:**

- The Phlebotomist will assess and report unusual findings
  - Status of venous access
  - Signs and symptoms of citrate sensitivity
  - Alterations in fluid volume Anticoagulation of extracorporeal circuit
- Identify donors that conform to HemaCare standards through a screening process and report out of range values or unusual findings.
- Perform phlebotomy for blood specimens
- Obtain accurate medical history
- Measure and record vital signs and demonstrate knowledge of acceptable parameters
- Utilize applicable aseptic techniques to plan, perform and chart the following procedures in accordance with HemaCare policies and procedures:
- Automated apheresis (utilizing apheresis machines such as Terumo Optia or Trima.) Includes set-up, run, quality control, troubleshooting and routine maintenance with RN oversight.
- Phlebotomist I performs white blood cell collections, whole blood procedures, and other special procedures as required with RN oversight.
- Monitors procedure ensuring donor reactions are reported, and initial treatment was given within their scope of practice (i.e., pause procedure, elevate legs)
- Conduct quality control of collection equipment. Bring problems and irregularities to the attention of management, completing Donor Reaction and Incident Report forms as necessary.
- Communicates inventory needs to management or as instructed.
- Know and follow all safety rules relative to area(s) of responsibility.
- Follows Standard Operating Procedures (SOPs), Current Good Manufacturing Practices (cGMPs), and external regulations regarding the products and procedures.
- Adhere to OSHA guidelines and other governmental and company standards
- Ability to understand and use correctly the Blood Establishment Computer Software (BECS)

**Supervisory Responsibilities** This position has no direct supervisory responsibility.

**Requirements:**

- Must work collaboratively in a fast-paced team environment.
- Meets departmental quality standards.
- Good time management skills; ability to complete assignments within established timelines.



- Discretion in handling confidential and sensitive matters
- Must possess excellent communication and organizational skills, computer literacy and proficiency.
- Staff must wear Personal Protective Equipment (PPE) when performing tasks that may expose to blood borne pathogens, waste, infectious material, dry ice and liquid nitrogen or as required per policy.
- Employee must use proper safety equipment, as directed
- Proficient use of Microsoft Office products including Word, Excel, Outlook, and PowerPoint.
- Ability to quickly learn new software programs as needed.
- Computer literate, previous experience using EMR systems and Blood Establishment Computer Software (BECS), preferred.

**Education, Experience and Licensure**

- High School Diploma or equivalent.
- Current CPR certification that meets American Heart Association requirements
- CPT 1 License required
- One-year previous blood banking, phlebotomist, medical assistant and/or medical office experience preferred.
- Two years of customer service preferred.

**Pay Range:** BOE

**Posted Date:** 6/7/2019

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*We celebrate diversity and are committed to creating an inclusive environment for all employees.*