

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CLINICAL LABORATORY PHLEBOTOMIST

POSITION CODE: 08213
Effective: 2-16-90

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, performs technical phlebotomy duties for a laboratory subject to the provisions of the Illinois Clinical Laboratory Act; draws blood samples from patients; labels samples acquired; prepares samples for tests and/or transportation. Positions in this class are primarily responsible for the obtaining of blood samples and shipment of same and typically do not conduct tests on the samples.

ILLUSTRATIVE EXAMPLES OF WORK:

1. On a physician's orders or for purposes of preemployment or annual physicals, draws blood samples from patients and/or employees respectively, using the vacutainer blood collection system or syringes; labels samples obtained to assure proper identification.
2. Operates centrifuge to spin whole blood samples to obtain separation of blood into its component parts of serum and hematocrit (i.e., corpuscles, platelets); separates serum from sample.
3. Logs positive bacterial cultures and positive parasite reports as results are received for infection control purposes.
4. Prepares specimens for processing, relabels same and places specimens in containers for shipping purposes.
5. Maintains laboratory equipment; cleans glassware and sterilizes various instruments/equipment.
6. Obtains lists of patients from which blood is to be drawn on the succeeding day/shift.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires education and experience equivalent to completion of high school, supplemented by one year's experience in the practice of phlebotomy.

Knowledges, Skills and Abilities

Requires ability to obtain blood samples in a calm, comforting manner from a patient who often is in an agitated, fearful state.

Requires ability to maintain equipment in a sterile environment.

Requires ability to package specimens in such a manner as to ensure the safe transportation of same.

May require completion of a post high school training course and subsequent certification as a Phlebotomist.