

Position: Phlebotomist \$1,000 Sign-On Bonus

Department: Laboratory

Reports To: Laboratory Manager

Location: NWA Multiple – Onsite

FLSA: Non-Exempt



HIGHLANDS
ONCOLOGY

I. GENERAL PURPOSE

- Responsible for obtaining blood and laboratory samples as directed by physician orders.

II. EDUCATION / EXPERIENCE

- High School Diploma or equivalent
- Hold a current State of Arkansas phlebotomy license
- 1 year of routine phlebotomy experience
- Knowledge of medical terminology
- Knowledge of laboratory machines and equipment
- Proficient computer, problem solving and organizational skills
- Excellent communication and customer service skills with the ability to quickly adapt in a fast-paced environment; ability to work in a team environment and give attention to detail
- 1 year of Oncology experience preferred

III. JOB DUTIES AND RESPONSIBILITIES

- Safely perform and maintain integrity of routine phlebotomies.
- Safely obtain various lab specimens, including but not limited to, basic phlebotomy using venous access devices and maintaining device patency and according to proper procedure and policies.
- Safely dispose of contaminated materials according to proper protocols and procedures.
- Drawing specimens and complete order requisitions for off-site testing.
- Maintain patient confidentiality according to HIPAA rules and regulations; follow OSHA guidelines
- Keep calm and professional demeanor at all times.
- Greet, instruct, and direct patients and visitors in a professional manner.
- Cooperate with other departments in a team approach to achieve objectives and goals
- Ensure lab equipment and facilities are in proper condition for delivering accurate health care.
- Take lab inventory, restock supplies, clean equipment and tidy work areas as needed.
- Attend and participate in required meetings.
- Perform related and additional duties as assigned.

IV. PHYSICAL DEMANDS

- Walking, standing, sitting, and bending for long periods of time
- Occasionally lifting 25 pounds or less