



Today's Date: September 12, 2024

Job Listing: Phlebotomist: Ottumwa, Iowa

Summary: Accurately collect and process appropriate patient samples for diagnosis, treatment, and prevention of disease and to conduct CLIA-waived medical laboratory testing. Accurate preparation and handling of specimens for routing to reference labs and maintain log to track labs.

DUTIES AND RESPONSIBILITIES:

1. In adherence to established protocols, performs routine limited microbiology and urinalysis tests, which include:
 - a. phlebotomy
 - b. collection of specimens
 - c. preparation of specimens
 - d. accurate record keeping of results
 - e. maintain log of test results
 - f. accurate diagnosis coding of tests
2. Prepares specimens for reference lab pickup and assures that they are sent out properly.
3. Utilizes correct infection controls technique.
4. Demonstrates appropriate infection controls technique.
5. Responsible for general daily maintenance and cleaning of the work area.
6. Demonstrates an understanding of the importance of RHCHC's Mission Statement in performing all aspects of this position.
7. Demonstrates a caring and helpful attitude when interacting with patients, vendors, and fellow employees. Strives to build cooperative partnerships, by treating each person both inside and outside of the organization as a customer.

8. Ability to establish and maintain effective working relationships with other clinic personnel.
9. Handles confidential information with tact and discretion on a need-to-know basis as specified in RHCHC's Personnel Policies.
10. Participates in maintaining departmental continuous quality improvement.
11. Follows established policies and procedures for safety, infection and exposure control.
12. Performs Clinical Laboratory Improvement Amendments (CLIA) waived testing, including proper documentation, Quality Control.
13. Maintains log to track labs.
14. Maintains regular and consistent attendance at work.
15. Complies with Corporate Compliance Program policies and code of conduct, and all laws, rules and regulations relating to the position. Has a duty to report any suspected violations of the law or standards of conduct to his/her immediate supervisor, the HR Director, or the Compliance Officer.
16. Performs other duties as assigned.

ESSENTIAL FUNCTIONS / KEY COMPETENCIES

- Demonstrate a high level of skill at building relationships and customer service.
- Demonstrate appropriate interpersonal skills in managing difficult clients and patients.
- Demonstrate a high degree of knowledge and competency in the practice of medicine and associated charting requirements.
- Requisite skills and ability to perform certain medical tasks as assigned
- Demonstrate a high level of problem-solving skill to better serve patients and staff.
- Strong attention to detail and accuracy.
- Ability to utilize computers for data entry and information retrieval.
- Excellent verbal and written communication skills.
- Ability to implement and evaluate operational and administrative processes.
- Supportive of the service-oriented atmosphere as stated in the River Hills CHC Mission and Philosophy Statements.
- Follow River Hills CHC policies and procedures.
- Maintains a safe working environment and practices safe working habits.

MINIMUM QUALIFICATIONS:

Education:

1. Completion of Certified Phlebotomy Course preferred.

Experience:

1. At least one year's experience in an ambulatory clinic preferred.

Knowledge, Skills and Abilities:

1. Knowledge of laboratory techniques, equipment, terminology, and procedures.
2. Possess a highly competent skill level in phlebotomy.

This job description is intended to describe the general nature and level of work performed by the individual assigned to this classification. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time.

Hours: 40 daytime hours, Monday through Thursday varying between 7:30 a.m. to 6:00 p.m. Friday 8:00 a.m. to Noon. All hours subject to change based on the clinic's needs.

Supervisor: Ottumwa Pediatric Clinic Manager.

Deadline: Position will remain open until a pool of qualified applicants is received.

Submit cover letter, resume' and three references to Steve Haigh, HR Director at recruiting@riverhillshealth.org

Or, mail to:

River Hills CHC
PO Box 458
Ottumwa, Iowa 52501

River Hills CHC offers a competitive wage and full benefit package.