# **Work Process Schedule**

|  |  |
| --- | --- |
| Phlebotomist | |
| **Job Description:** Draw and process blood and other biological samples for tests, transfusions, donations, or research. | |
| **RAPIDS Code:** 2036CB | **O\*NET Code:** 31-9097.00 |
| **Estimated Program Length:** 1 year | |
| **Apprenticeship Type:**  Competency-Based  Time-Based  Hybrid | |

Suggested On-the-Job Learning Outline

|  |  |  |
| --- | --- | --- |
| Perform Clerical Functions | | |
| **Competencies** | **Date Completed** | **Initial** |
| 1. Identify patient and obtain patient information |  |  |
| 1. Transmit information |  |  |
| 1. Schedule patient appointments |  |  |
| 1. Enter data and maintain client confidentiality |  |  |
| 1. Maintain supplies |  |  |

|  |  |  |
| --- | --- | --- |
| Perform Phlebotomy | | |
| **Competencies** | **Date Completed** | **Initial** |
| 1. Read physician’s requisition and prepare for procedures |  |  |
| 1. Tie tourniquet and obtain samples in proper vials |  |  |
| 1. Collect arterial blood gas specimens |  |  |
| 1. Complete the blood collection procedure |  |  |
| 1. Prepare samples for processing |  |  |
| 1. Provide age-appropriate post-care instructions |  |  |
| 1. Dispose hazardous materials and restore work area |  |  |

|  |  |  |
| --- | --- | --- |
| Process Specimens | | |
| **Competencies** | **Date Completed** | **Initial** |
| 1. Receive specimens |  |  |
| 1. Prepare and label specimens for processing |  |  |
| 1. Transport and store specimens |  |  |
| 1. Clean and disinfect area |  |  |

|  |  |  |
| --- | --- | --- |
| Transport and Handle Nonblood Specimens | | |
| **Competencies** | **Date Completed** | **Initial** |
| 1. Collect forensic specimens |  |  |
| 1. Collect chain-of-custody specimens |  |  |

|  |  |  |
| --- | --- | --- |
| Perform and Assist with Clinical Laboratory Improvement Amendments (CLIA)Waived Testing | | |
| **Competencies** | **Date Completed** | **Initial** |
| 1. Perform waived testing |  |  |
| 1. Set-up micro-cultures |  |  |
| 1. Assist with performance of lab tests |  |  |

|  |  |  |
| --- | --- | --- |
| Maintain Safe Environment | | |
| **Competencies** | **Date Completed** | **Initial** |
| 1. Maintain universal precautions |  |  |
| 1. Follow ergonomic procedures |  |  |
| 1. Maintain secure environment |  |  |
| 1. Handle and dispose of chemical and biological hazards |  |  |
| 1. Perform routine equipment maintenance |  |  |
| 1. Participate in disaster preparedness |  |  |

|  |  |  |
| --- | --- | --- |
| Continue Professional Development Education | | |
| **Competencies** | **Date Completed** | **Initial** |
| 1. Maintain certification and skills |  |  |
| 1. Review policies and procedures |  |  |
| 1. Provide clinical training to others |  |  |

Suggested Related Instruction Outline

|  |  |
| --- | --- |
| Provider | |
| **Name:** | |
| **Address:** | |
| **Email:** | **Phone Number:** |
| **Suggested Related Instruction Hours:** 144 | |

|  |  |  |
| --- | --- | --- |
| **Course Number** | **Course Title** | **Contact Hours** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |