# **Work Process Schedule**

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| 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:** [x]  Competency-Based [ ]  Time-Based [ ]  Hybrid |

Suggested On-the-Job Learning Outline

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| Perform Clerical Functions |
| **Competencies** | **Date Completed** | **Initial** |
| 1. Identify patient and obtain patient information
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| 1. Transmit information
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| 1. Schedule patient appointments
 |  |  |
| 1. Enter data and maintain client confidentiality
 |  |  |
| 1. Maintain supplies
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| Perform Phlebotomy |
| **Competencies** | **Date Completed** | **Initial** |
| 1. Read physician’s requisition and prepare for procedures
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| 1. Tie tourniquet and obtain samples in proper vials
 |  |  |
| 1. Collect arterial blood gas specimens
 |  |  |
| 1. Complete the blood collection procedure
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| 1. Prepare samples for processing
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| 1. Provide age-appropriate post-care instructions
 |  |  |
| 1. Dispose hazardous materials and restore work area
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| Process Specimens |
| **Competencies** | **Date Completed** | **Initial** |
| 1. Receive specimens
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| 1. Prepare and label specimens for processing
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| 1. Transport and store specimens
 |  |  |
| 1. Clean and disinfect area
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| Transport and Handle Nonblood Specimens |
| **Competencies** | **Date Completed** | **Initial** |
| 1. Collect forensic specimens
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| 1. Collect chain-of-custody specimens
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| Perform and Assist with Clinical Laboratory Improvement Amendments (CLIA)Waived Testing |
| **Competencies** | **Date Completed** | **Initial** |
| 1. Perform waived testing
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| 1. Set-up micro-cultures
 |  |  |
| 1. Assist with performance of lab tests
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| Maintain Safe Environment |
| **Competencies** | **Date Completed** | **Initial** |
| 1. Maintain universal precautions
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| 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
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| Continue Professional Development Education |
| **Competencies** | **Date Completed** | **Initial** |
| 1. Maintain certification and skills
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| 1. Review policies and procedures
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| 1. Provide clinical training to others
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Suggested Related Instruction Outline

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

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