

 Oroville Hospital	<b>Job Description for Phlebotomy Supervisor</b>		Department:	<b>Laboratory</b>
			Dept. #:	<b>7500</b>
	Last Updated:	<b>2/20/09</b>		

### **Reports To**

Director of Laboratory Services

### **Job Summary**

Administers and coordinates program within the framework of the established policies, performs tasks in a safe manner and in accordance with the safety and health programs, assists in training and maintenance of a safe workplace for employees.

### **Duties**

1. Make sure all phlebotomy and lab assistant positions are covered. Discuss staffing difficulties with lab director
2. Train or supervise the training of all phlebotomists and lab assistants. Make sure all check off sheets are completed and all yearly QAPS are performed
3. Implement state certification for all our phlebotomists and lab assistants by the required deadline
4. Make recommendations on staffing needs
5. Perform all evaluations for phlebotomists and lab assistants
6. Monitor and log all sick time utilization and provide a year to date monthly report
7. Monitor and provide a monthly order error rate report
8. Directly supervise all phlebotomists and lab assistants
9. Monitor appropriate logs to make sure all draws are being performed in a timely manner
10. Monitor and supervise the drawing, ordering and processing of care homes
11. Recruit, interview and make recommendations to fill personnel vacancies
12. Complete QAP reports on all complaints
13. Process all time cards
14. Maintain and organize phlebotomy statistics
15. Coordinate staffing issues and procedural issues with PM supervisor
16. Monitor turnaround by phlebotomists
17. Ensure phlebotomy service personnel maintain a positive client/patient-focused attitude
18. Carries a pager for availability for non-working hours/says
19. Accounts for disciplinary action as needed. Consults with HR on disciplinary issues
20. Works closely with Laboratory scientists and fulfills their needs when possible

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21. Abides by all Oroville hospital human resource policies and union contract guidelines
22. Assumes additional responsibilities as deemed necessary by Laboratory director

### **Qualifications**

1. Training in a formal phlebotomy program which includes a minimum of sixty hours of didactic training and sixty hours of clinical experience
2. Previous job experiences as a phlebotomist
3. Must be eligible for certification
4. High school diploma or its equivalent is preferred
5. Experience as a Supervisor

### **Lifting Requirements**

Medium lifting – generally not more than 50 lbs. Maximum with frequent lifting and / or carrying objects weighing up to 25 lbs.