



## Job Description

<b>Job title</b>	Phlebotomist	<b>Job Holder</b>	Vacant
<b>Reports to</b>	Pathology Manager	Laboratory <b>Section</b>	Pathology Laboratory

### Background Information

The Cayman Islands Health Services Authority (“HSA”) provides and administers health care services and public health functions for residents and visitors of the Cayman Islands in accordance with the National Strategic Plan for Health.

The Pathology Laboratory performs tests which aid in the diagnosis of disease, as well as routine tests, which support the provision of primary health care.

The post holder provides phlebotomy services and performs some clerical duties thus ensuring that medical technologists receive samples in a timely manner, in order for laboratory tests to be done on patient samples efficiently.

### Job Purpose

Post holder is responsible for providing phlebotomy services to the CIHSA Laboratory in addition to some clerical duties.

### Dimensions

- 100-150 patients are dealt with on a daily basis by post holder.
- There are no other staff reporting to the post holder.
- Post holder has no budgetary responsibilities.

### Duties and responsibilities

1. Responsible for drawing blood from all in and out-patients, ensuring that adequate patient samples are obtained in order for the Medical Technologists to carry out relevant tests.
2. Responsible for booking appointments for patients requiring special blood tests.
3. Ensure that adequate supplies are available by notifying the Laboratory Manager/ Materials Management when supplies are approaching the minimum stock level.
4. Responsible for entering and activating all patient orders in the LIS.
5. Perform Maintenance duties as outlined in the procedure manual and document all findings

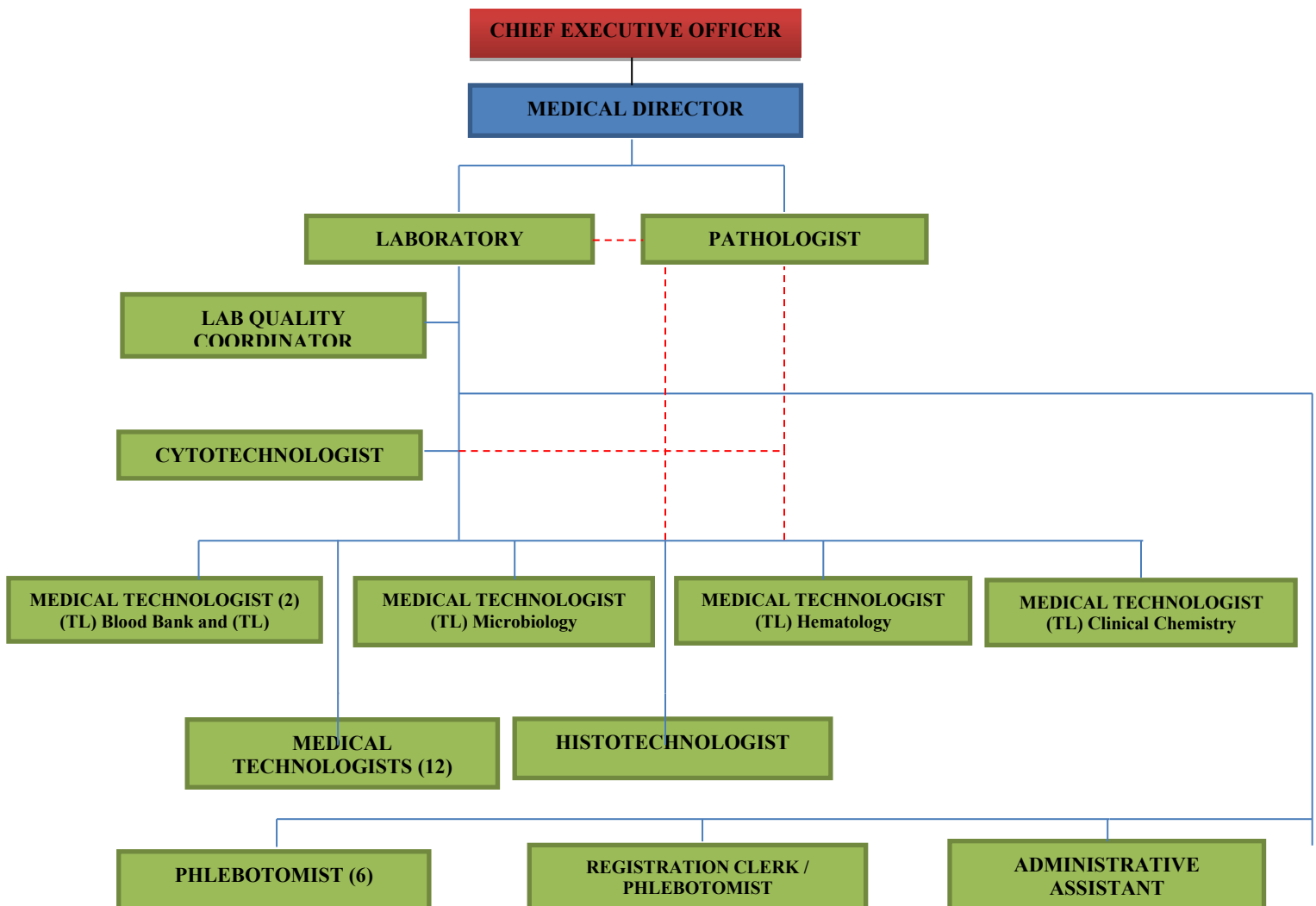
6. Responsible for providing patients with appropriate information relating to their preparation and sample collection methods and transport. This duty must be performed in accordance with the procedures of the Laboratory reference material provided.
7. Send samples to the Laboratory for testing each half hour, routinely and immediately for STAT samples drawn or received from other areas including private sector
8. Perform any other duties assigned.

### Qualifications, Experience and Skills Requirement

Incumbents must possess a minimum of 3 GCE/CXC passes or equivalent with Phlebotomy or Laboratory Assistant training and registration with a professional registration body. If trained, must have one (1) year of experience, if not, job training is provided. Good communication skills are essential.

### Reporting Relationships

#### ORGANIZATION AND RESPONSIBILITIES WITHIN THE LABORATORY



Post holder does not supervise any other staff.

### **Other Working Relationships**

On a daily basis incumbent must liaise with patients in order to collect blood samples and perform other tests. Incumbent also liaises with doctors and nurses to give patient reports and to collect blood samples. There is occasional liaison with Maintenance Personnel in order to check equipment and Materials Management personnel regarding the delivery of supplies.

### **Decision Making Authority and Controls**

Incumbent has no decision-making authority.

### **Working conditions**

Post holder is sometimes exposed to difficult patients and work on weekends, on a rotational basis. Post holder works with Biohazard and Infectious material on a daily basis.

### **Physical requirements**

Lifts heavy objects on occasion.

### **Problem/Key Features**

Post holder routinely deals with difficult patients and have difficulty reading handwritten requisitions.

### **Evaluation Metrics**

<b>Performance Standard</b>	<b>Performance Evaluation Rating</b>	<b>Comments / Plan of action</b>
Ensure that adequate supplies are available by notifying the Laboratory/Manager and Materials Management when supplies are approaching the minimum stock level.		
Perform Maintenance duties as outlined in the procedure manual and document all findings.		
Identify Patients as per Laboratory policy prior to collection of samples		
Practice proper infection control techniques		
Complies with established attendance and tardiness standards		
Successfully complete annual safety update, competencies and requirements within established time frames		
Respect co workers		

Consistently project positive professional image through appearance and behavior		
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<b>Approved by:</b>	<i>Laboratory Manager</i>
<b>Date approved:</b>	<i>May 2022</i>
<b>Reviewed:</b>	
<b>Next Review</b>	
<b>Postholder Signature:</b>	
<b>Date:</b>	