

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Occ. Code 6203200

Phlebotomist, Grade 8

Brief Description of Class

Phlebotomists collect and prepare blood and urine samples for laboratory testing, while adhering to established protocols, policies and procedures to ensure proper sample collection and patient safety. Incumbents also explain sample collection procedures to patients and enter sample data into computer systems.

Distinguishing Characteristics

Phlebotomist: non-competitive; reporting to a higher-level clinician or laboratory position, collects blood and urine samples from patients and explains sample collection procedures; records and enters data into hospital and laboratory databases; and may train staff in the theory and practice of phlebotomy.

Illustrative Duties

Collects blood and urine samples from patients through the performance of venipuncture, capillary puncture, and other techniques. Prepares and delivers blood and urine samples for transport to the laboratory, adhering to laboratory requirements for proper transport and temperature controls.

Verifies the patient's identity, explains sample collection procedures to patients and answers any questions they may have.

Provides phlebotomy services to patients in various inpatient, outpatient and off-site areas, following physicians' orders.

Enters data concerning blood and urine samples, and test information into computer systems; maintains appointment schedules; logs patients and tests; records and files test results; and keeps work-related statistics and performs related clerical duties.

May train staff in the theory and practice of phlebotomy, ensuring that protocols and procedures are followed for proper sample collection, sample labeling and patient safety; attends hospital in-service programs.

Maintains proper inventory of supplies and materials needed for the daily collection of blood and urine samples.

Cleans and maintains phlebotomy accessories and other related equipment.

Minimum Qualifications

Non-competitive: High School Diploma or equivalent and one year of experience as a Phlebotomist or a certificate in Phlebotomy from a recognized college, school, training program, hospital, health care facility, or the Armed Services.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

12/2021

CRM