



State of New Mexico
Classification Description

PHLEBOTOMIST

General Summary

Phlebotomist is responsible for drawing blood, collecting other specimen samples, labeling collection containers, and transporting samples to laboratory facilities.

Phlebotomist

Jobcode: HPLE11

Pay Band: HB

FLSA Status: FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Distinguishing Characteristics

Under supervision of a Medical Laboratory Technologist or Supervisor, collects specimens for a variety of tests and procedures.

Recommended Education and Experience for Full Performance

High School Diploma or equivalent, Phlebotomy Certificate and one (1) year of clinical laboratory experience as it pertains to the essential duties and responsibilities of the classification.

Minimum Qualifications

High School Diploma or equivalent.

*Essential Duties and Responsibilities**

- Responsible for drawing blood, collecting other specimen samples, labeling collection containers, and transporting samples to laboratory facilities.
- Monitors vital signs of the patient by checking blood pressure and heart rate.
- May perform EKG testing.
- Communicates test results to assigned medical staff.
- Maintains accurate patient records.
- Labels and properly disposes biohazard materials.
- Cleans and sanitizes work and lab area and observes safety procedures as mandated by State policy and the Occupational Safety and Health Administration (OSHA).
- Stocks, inventories, and orders supplies.

Phlebotomist Supervisor**

Jobcode: HPLS15

Pay Band: HD

FLSA Status: FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Distinguishing Characteristics

As a working supervisor, oversees the collection of specimens for a variety of tests and procedures. Work is performed under supervision of a Medical Laboratory Technologist or Supervisor.

Recommended Education and Experience for Full Performance

High School Diploma or Equivalent, Phlebotomy Certificate and two (2) years of clinical laboratory experience as it pertains to the essential duties and responsibilities of the classification and one (1) year of supervisory experience as it pertains to the essential duties and responsibilities of the classification.

PHLEBOTOMIST

Minimum Qualifications

High School Diploma or Equivalent, Phlebotomy Certificate and one (1) year of clinical laboratory experience as it pertains to the essential duties and responsibilities of the classification.

Essential Duties and Responsibilities*

- Acts upon leave requests, conducts annual performance evaluations and recommends disciplinary actions.
- Interviews and recommends selection of applicants and conducts the training of personnel.
- Provides training and technical assistance to less experienced staff.
- Oversees the drawing of blood, collection of specimen samples, labeling of collection containers, and transporting of samples to laboratory facilities.
- Monitors vital signs of the patient by checking blood pressure and heart rate.
- May perform EKG testing.
- Confirms test results are communicated to assigned medical staff.
- Ensures accurate patient records are maintained.
- Ensures labeling and biohazard materials are properly disposed of.
- Ensures work and lab areas are cleaned and sanitized and laboratory safety procedures as mandated by State policy and the Occupational Safety and Health Administration (OSHA) are followed.
- Certifies that stocks, inventories, and supplies have been ordered.

Statutory Requirements: Statutory requirements for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is posted including. It is the hiring Agencies responsibility to ensure the appropriate licenses/certifications are obtained for each position.

Conditions of Employment: Conditions of employment for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is posted.

Working Conditions: Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Established: 10/18/2019

Revised:

**Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website (www.spo.state.nm.us) to ensure this represents the most current copy of the position.*

*** Supervisor must supervise two (2) or more full-time positions.*