

Phleb Duties

A snap shot of a day in the Life of a Phlebotomist in a Hospital type setting.

0330- One team member arrives to bring up a collection list to sort & divide the Am work load.

0400- Four team members pick up their work load and hit the units to begin AM draws. Tests that do not have a code and are ordered as miscellaneous and have to be looked up in various references books to determine proper specimen tube and handling.

Phlebotomist arrives on floor, checks in with RN or Unit Secretary to determine line draw patients vs. vein draw

Turn around times for an AM results is 0800. This means results should be completed and available to doctor. (Current average draws in AM per Phleb is about 25 and can exceed 30 draws depending on census and decrease in line draws.)

0630- Secretary/Phleb brings up another collection list to pick up any draws added on after the 0330 list was called out.

Phlebotomists are contacted and add on draws are sent through a pneumatic tube system to the unit. This avoids lost time coming to the lab.

During the AM draws RNs can call the phlebotomist to draw STAT labs on patients. (Pagers or portable phones can be used for contacting Phleb.) We use portable phones.

0730-Phleb/Secretary runs an un-received report to determine which 0400 AM labs are still not in the lab. Calls go to the Phelbs for accountability.

Breaks begin after the AM run.

Collection lists are run at specified times 24 hour a day. Un-received list are also scheduled but can be run at any given time.

If the Phlebotomist is not drawing on the floor they may help in other areas:

- Relieve secretaries for break
- Help receive specimens in the accessioning area
- Put supplies away
- Recheck out patient orders from previous day for errors
- Help in out patient area

A snap shot of a day in the Life of a Phlebotomist in an Out Patient Hospital type setting.

0615-One team member arrives to open out patient drawing station. Document and conduct urine testing controls and temperature reading on refrigerator. Check room for supplies and replace if needed. Disinfect work areas.

0630-The out patient drawing station is open and ready for business. Collections include:

- Blood draws
- Administer glucoala for glucose testing
- Nasal swabs for MRSA, and throat cultures
- Nasopharyngeal swabs for influenza
- TXM (type and cross) banding patients for surgery

0700-Second team member arrives. Open room, check supplies, conduct, and document control for urine. Disinfect work areas

During shift the Out Patient Phlebotomist may be asked to:

- Bring patient collected specimens to the lab
- Relieve secretary for break
- Restock supplies
- Train students
- Assist with difficult sticks on in-patients
- Draw patients in hospital Out Patient Infusion department
- Average number of patients drawn in OP Lab 80-100 per day)

1500-One Phlebotomist for second shift comes aboard 1500-1900

- Average number of patients drawn in OP Lab second shift 12-20

Same responsibilities as day shift and:

- Disinfect work areas
- Remove orders form drawing room
- Close and lock drawing rooms for the evening.

This Phlebotomist moves over to the In Patient area of the Hospital to finish back end of their shift.

Our Phlebotomist goes through a training process that includes:

- Hospital orientation before start date
- Review safety manual
- Secretarial training
- Training of reference lab catalogs
- Laboratory drawing procedures and processes training
- Competency Observation check off list before going solo
- 6mos & 12mos Paper Competency and Observation

Plebs need to work independently for time management skills but also have to be team oriented since the team collectively responsible for the hospital. They need to be

proactive in getting information and meeting the needs of the patient and required specimen collection. There are so many other areas in the lab that a Phlebotomist is accountable for. Good working and communication skills essential.

What makes an excellent Phlebotomist?

- Compassion and caring is necessary to be a good Phlebotomist. It's hard work, little recognition, and a commitment to serving the needs of our patients.

Starting Pay:

- Starting pay is around \$12.45 right out of school with no previous experience. It's higher depending on the level of training and years of experience.