

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

PHLEBOTOMIST

I. INTRODUCTION

A. Purpose Of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future positions that perform phlebotomy procedures on patients, residents, or inmates of a state hospital or institution. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

These technical positions perform phlebotomy procedures on patients, residents, or inmates of a state hospital or institution.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that meet the statutory definition(s) of supervisor and/or management as defined in s. 111.81(19) and (13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competitive examination.

II. DEFINITION**PHLEBOTOMIST**

This is high-level technical work related to the drawing of blood specimens from patients, residents, or inmates of a state hospital or institution. Positions allocated to this classification perform any combination of the following duties under general supervision: assemble equipment; verify and record the identity of patients; prepare patients for procedures; perform standardized phlebotomy procedures, such as venipuncture and capillary puncture; perform specialized phlebotomy procedures, such as blood cultures, capillary and venous blood gases, and collections from external and internal venous access devices; draw blood specimens from hard-to-draw and/or pediatric patients; centrifuge blood specimens; date, label, and store blood specimens for processing; deliver or mail specimens to laboratory for analysis; observe special drawing and handling instructions for certain subjects and blood specimens; handle and dispose of blood-drawing equipment according to health and safety regulations; and perform related work, as requested. Positions may train inexperienced phlebotomists, students, and/or other workers, and assist with writing instructional and procedural materials. Work is performed under general supervision.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and work activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective June 1, 2003 and announced in Bulletin MRS-SC-161 to describe positions that have been collapsed as part of a classification modification project for the technical classifications, collapsed to a single level classification.

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