

Work Process Schedule

WORK PROCESS SCHEDULE ¹		O*NET-SOC Code: 31-9097.00	
Phlebotomist		RAPIDS Code: 2036CB	
Job Title:			
Level:		Specialization:	
Stackable ___yes ___no			
Base Occupation Name:			
Company Contact:			
Address:		Phone:	Email:
Apprenticeship Type: ___ Competency-Based ___ Time-Based ___ Hybrid		Prerequisites: Less than one-year accreditation program Background check Documentation of immunizations Current health care provider CPR certification Current TB and Hepatitis test	
JOB FUNCTION 1: Perform Clerical Functions			
Competencies	Core or Optional	RTI	OJT
A. Identify patient and obtain patient information	Core		
B. Transmit information	Core		
C. Schedule patient appointments	Optional		
D. Enter data and maintain client confidentiality	Core		

¹ See full framework for certifications and occupational pathways, cross-cutting competencies, and detailed job functions at <https://www.dol.gov/cgi-bin/leave-dol.asp?exiturl=https://www.urban.org/policy-centers/center-labor-human-services-and-population/projects/competency-based-occupational-frameworks-registered-apprenticeships&exitTitle=www.urban.org>.

E. Maintain supplies	Core		
JOB FUNCTION 2: Perform Phlebotomy			
Competencies	Core or Optional	RTI	OJT
A. Read physician's requisition and prepare for procedures	Core		
B. Tie tourniquet and obtain samples in proper vials	Core		
C. Collect arterial blood gas specimens	Core		
D. Complete the blood collection procedure	Core		
E. Prepare samples for processing	Core		
F. Provide age-appropriate post-care instructions	Core		
G. Dispose hazardous materials and restore work area	Core		
JOB FUNCTION 3: Process Specimens			
Competencies	Core or Optional	RTI	OJT
A. Receive specimens	Core		
B. Prepare and label specimens for processing	Core		
C. Transport and store specimens	Optional		
D. Clean and disinfect area	Core		
JOB FUNCTION 4: Transport and Handle Nonblood Specimens			
Competencies	Core or Optional	RTI	OJT
A. Collect forensic specimens	Optional		
B. Collect chain-of-custody specimens	Optional		
JOB FUNCTION 5: Perform and Assist with Clinical Laboratory Improvement Amendments (CLIA)-Waived Testing			
Competencies	Core or Optional	RTI	OJT
A. Perform waived testing	Core		
B. Set-up micro-cultures	Core		
C. Assist with performance of lab tests	Core		

JOB FUNCTION 6: Maintain Safe Environment			
Competencies	Core or Optional	RTI	OJT
A. Maintain universal precautions	Core		
B. Follow ergonomic procedures	Core		
C. Maintain secure environment	Core		
D. Handle and dispose of chemical and biological hazards	Core		
E. Perform routine equipment maintenance	Core		
F. Participate in disaster preparedness	Core		
JOB FUNCTION 7: Continue Professional Development Education			
Competencies	Core or Optional	RTI	OJT
A. Maintain certification and skills	Core		
B. Review policies and procedures	Core		
C. Provide clinical training to others	Optional		

Sample Related Instruction Outline

COURSE NAME: Introduction to Phlebotomy	Course Number
	Hours: 30 total
LEARNING OBJECTIVES	
<p>Introduction to Phlebotomy includes instruction in the healthcare setting and the role of the phlebotomist, safety and infection control, basic laboratory skills (pipetting, handling laboratory glassware, weight measurement, and metric conversion), laboratory specimen requirements, specimen handling and processing, medical terminology, how to identify and work with patients with special needs or mental health problems, professionalism, ethics, patient confidentiality, and legal issues.</p>	
COURSE NAME: Phlebotomy Techniques	Course Number
	Hours: 75 total
LEARNING OBJECTIVES	
<p>In Phlebotomy Techniques, students develop skills in venipuncture, capillary puncture, and other skills required to perform successful blood techniques. This course includes a 45-hour clinical experience.</p>	

The above is a sample of course requirements for initial certification as a phlebotomist. Alternately, this section could be populated with example course content for continuing education courses required for annual recertification. Examples include skill reviews in dermal puncture and capillary blood collection, HIV safety, laboratory ergonomics, medical error prevention, minimizing pre-analytical variability, blood borne pathogens, challenges in capillary blood collection and testing, review of routine venipuncture, tuberculosis awareness.