

Essential Functions for the Phlebotomist

The Delgado Phlebotomy Program has established essential functions that must be met by the students in the program. Overall the student must be in good physical health and free from contagious diseases and addictions.

- A. **Motor Skills** – Students must be able to:
1. Work in a standing or seated position for several consecutive hours
 2. Manipulate and handle equipment and supplies quickly and accurately even when in stressful situations (i.e. combative patient, pediatric patient, emergency situation, etc.)
 3. Utilize keyboard for inputting data
 4. Stand, walk, reach, sit, bend forward, and lift up to 10 pounds to waist level. Lifting includes equipment, patient's extremities, trays, etc.
 5. Reach up to 6 feet off of the floor.
 6. Push or pull equipment such as beds and wheelchairs.
 7. Physically prepare and position patients before phlebotomy.
 8. Display manual dexterity and physical stamina.
- B. **Visual Ability** – Students must be able to:
1. Easily read small print and handwriting as found on patient ID armbands, collection tubes, requisition forms, etc.
 2. Read computer screens
 3. Visually inspect the tip of a needle.
- C. **Communication Skills** – Students must be able to:
1. Communicate in English with individuals and groups (i.e. faculty members, staff, patients, and other health care professionals) verbally and in recorded format (unaided oral speech, writing, and typing)
 2. Understand and follow written and verbal instructions.
- D. **Mental Ability** – Students must be able to:
1. Use good judgment in performing phlebotomy procedures and collecting specimens
 2. Recognize safety hazards
 3. Manage use of time in order to complete tasks within specific time constraints
- E. **Human Relations** – Students must be able to:
1. Work compatibly with other phlebotomists as a team member
 2. Interact with patients in a concerned and compassionate manner
 3. Respond positively to supervision and accept suggestions
 4. Interact with hospital personnel and physicians professionally
- F. **Behavioral Skills** – A student must possess adequate behavioral skills to be able to:
1. Be honest, compassionate, ethical and responsible. The student must be forthright about errors and uncertainty.
 2. Critically evaluate his/her own performance, accept constructive criticism and look for ways to improve.
 3. Show respect for individuals of different age, race, religion, and/or sexual orientation
 4. Be flexible and able to adapt to change
 5. Provide professional and technical services while experiencing the stresses of a distracting environment (i.e. high noise level, crowding, complex visual stimuli) and emergent demands (i.e. STAT tests, ringing phones)
 6. Exhibit professional behavior by conforming to appropriate standards of dress, appearance, language and public behavior. For example, body piercing and visible tattoos are **NOT** considered professional appearance
 7. Follow safety regulations including but not limited to wearing personal protective equipment (i.e. lab coat, gloves, face shield, etc.) and washing hands with bactericidal cleansers