

**Job Description & Specifications**

<b>Job Title</b>	Phlebotomist	<b>Grade/Level</b>	--
<b>Department</b>	Operations	<b>Reports to</b>	Center Manager
<b>Location</b>	Kolkata	<b>No of persons reporting</b>	--

**General Purpose of the Job:**

As a phlebotomist, he/she will be the one who draws blood from patients, collects a variety of other specimen samples as well as label the blood vials that he/she have filled. He/She will also be responsible for bringing / dispatching all blood and specimen samples to the laboratory with right labeling & documentation.

**Job Duties & Responsibilities:**

Main job responsibilities of the Phlebotomists are as follows (but not limited to):

- collect blood samples from patients
- practice proper patient identification, especially when working on hospital floors
- label vials with patient names and dates
- decipher the best method for drawing blood depending on the specific patient
- transport all specimen samples to a nearby laboratory
- centrifuge blood samples, depending on if this is allowed in the state you are working in
- expect to work with a large number of patients varying in age and health status
- be friendly, courteous and sympathetic when it comes to working with patients
- keep your phlebotomy cart or station well-organized at all times
- practice infection control standards at all times when working with patients and equipment

**Job Specifications:**

<b>Essential</b> [This section should include the required educational background, work experience, skills, knowledge and abilities.]	<b>Desirable</b> [Preferred job specifications may be used to enhance success in the search of the candidate. These specifications <i>do not</i> disqualify candidates without them from consideration]
Graduate	
2-5 years' of experience	