



# PHLEBOTOMIST

JOB -21055

Revision No. 0

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<b>Purpose:</b>	<p>The purpose of this position is to be responsible for the day to day operations of the donor floor area.</p> <p>Operates within the scope of FDA cGMP 21CFR.</p>
<b>Primary Responsibilities:</b>	<p>The Phlebotomist role encompasses the following primary job responsibilities:</p> <ul style="list-style-type: none"><li>• Assists in determining the suitability of donors to undergo plasmapheresis prior to venipuncture.</li><li>• Prep donors and perform venipuncture.</li><li>• Respond to and assist with handling donor reactions in accordance with guidelines.</li><li>• Monitors donor and equipment to ensure health of donors and quality of product.</li><li>• Set up, disconnect, and operate the automated plasmapheresis machines, including response and evaluation of all autopheresis troubleshooting displays, documentation of exceptions.</li><li>• Ensures the proper calibration and maintenance of autopheresis machines and associated equipment.</li><li>• Maintains accurate and thorough documentation of production records and ensures donor confidentiality.</li><li>• Builds rapport with donors to ensure overall customer satisfaction with the center to support a long-term donation relationship.</li><li>• Maintains supplies necessary to perform job duties.</li><li>• Learns and maintains through familiarity and compliance with all state and federal regulations, U.S. Food and Drug Administration (FDA)-approved Standard Operating Procedure Manual, Occupational Safety and Health Administration (OSHA), Clinical Laboratory Improvement Amendments (CLIA), Current Good Manufacturing Practice (cGMP), and internal company procedures.</li><li>• Reports all unsafe situations or conditions to area lead, supervisor, or manager.</li></ul>



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<b>Qualifications:</b>	<ol style="list-style-type: none"><li>1. High School diploma or GED.</li><li>2. State of Texas Phlebotomy Certification.</li><li>3. Must successfully complete the NuPlasma Phlebotomist Training Program and be certified as competent within 90 days of hire.</li><li>4. Competency approval from Medical Laboratory Director</li></ol>
<b>Occupational Demands:</b>	<ul style="list-style-type: none"><li>• Production environment requiring the ability to walk and stand for the entire work shift.</li><li>• Requires frequent leaning, bending, crouching, and reaching above the shoulders and below the knee.</li><li>• Requires frequent lifting up to 5Lbs, and occasional lifting up to 50Lbs.</li><li>• Must have fine motor coordination, depth perception, and ability to hear equipment sounds from a distance.</li><li>• Due to potential exposure to blood-borne pathogens (risk level 1), 90% of work tasks require prolonged glove wear.</li><li>• Exposure to electrical office and laboratory equipment.</li></ul>

## Acknowledgement

I have received, reviewed and fully understand the job description for Phlebotomist. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_