



## LEAD PHLEBOTOMIST JOB DESCRIPTION ALASKA HEALTH FAIR, INC.

Lead Phlebotomists for Alaska Health Fair, Inc. are contracted qualified individuals trained in phlebotomy who provide collection and processing of blood specimens and oversight of phlebotomists at health fairs. **Contract Lead Phlebotomists are paid \$20 per hour.**

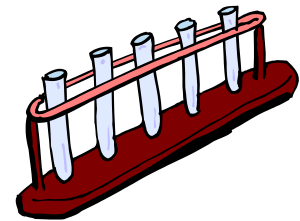
The Lead Phlebotomist is most often arranged by the Alaska Health Fair office, although there are some communities who will have a local person to fill this role. **All prospective Lead Phlebotomists must be trained by AHF staff prior to their health fair date.**

The Lead Phlebotomist is in charge of setting up the blood draw stations in the phlebotomy area of the health fair and overseeing the activities that go on there.

The Lead Phlebotomist will communicate with the other phlebotomists, who collect blood at the health fair, on proper procedures for handling the blood and paperwork. Lead Phlebotomists are responsible for ensuring that AHF procedures are followed.

The Lead Phlebotomist will count/total all specimens/tests to match the registration log at the end of the fair; and communicate with the Program Director about any discrepancies (*errors can be on registration or draw end*).

The Lead Phlebotomist is responsible for making sure the blood samples are centrifuged, organized and packaged properly and sent to Laboratory as scheduled. Once all of the blood is collected, processed and packaged, it is sent to the laboratory for analysis.



### Position Requirements

It is recommended that this person have current CPR certification. The Lead Phlebotomist must also comply with HIPAA regulations regarding privacy of information. Specific required and preferred qualifications for this position are as follows.

#### Required:

- Qualified individual trained in phlebotomy with blood collection experience
- Ability to process specimens and oversee other phlebotomists
- Experience with proper specimen handling and paperwork procedures
- Strong supervisory and communication skills to manage volunteer phlebotomists
- Ability to maintain high professional standards and evaluate other phlebotomists
- Knowledge of HIPAA regulations and patient privacy requirements
- Physical ability to lift/move equipment and stand for extended periods
- Completed AHF Lead Phlebotomy training
- Knowledge of AHF blood processing and handling procedures
- Proven track record of phlebotomy services at AHF events (at least 2 health fairs completed successfully assisting an AHF Lead Phlebotomist)

#### Preferred:

- Current CPR certification
- Prior experience supervising or training other phlebotomists
- Experience with centrifuge operation and specimen processing
- Knowledge of proper shipping procedures for biological specimens
- Experience with quality control and maintaining lab standards
- Customer service skills to work with health fair participants
- Local residence in service area (Anchorage or Fairbanks)

## **Selection**

AHF follows the following process when selecting Lead Phlebotomists:

### 1. Initial Review

- Verify phlebotomy qualifications and experience
- Check blood draw experience at previous AHF events
- Review volunteer/work history with AHF
- Confirm completion of Lead Phlebotomy training

### 2. Skills Assessment

- Evaluate performance during AHF health fairs
- Get feedback from current Lead Phlebotomists who supervised candidate
- Verify understanding of AHF-specific procedures through practical demonstration

### 3. Final Evaluation

- Program Director interview and recommendation
- Executive Director approval
- Contract signing if approved

Key evaluation points:

- Quality of blood draws and specimen handling
- Leadership/supervision capabilities
- Communication skills
- Professional demeanor
- Reliability and punctuality
- Understanding of AHF protocols

The process emphasizes practical experience with AHF procedures and demonstrated competency at health fairs before promotion to Lead position.

## **During the Health Fair:**

THE LEAD PHLEBOTOMIST WILL:

- a. Confirm the AHF requisition forms are being marked correctly for the blood tests being ordered.
- b. Instruct phlebotomists on how to check the AHF requisition for all pertinent information.
- c. Instruct phlebotomists on the current drawing procedures. The SST (gold top) tubes are drawn first, and the lavender top tube is drawn last. The lavender top tube is to be mixed well immediately after drawing. All tubes are to be gently inverted 4-5 times after being drawn.
- d. Instruct phlebotomists on proper tube labeling & paperwork handling. It is very important to follow the labeling precisely, as they are all hand written and must be legible for processing.
- e. Have the authority and responsibility to maintain high professional standards. Any phlebotomist not qualified should be asked to leave. Students are only allowed if near graduation and possess skills for drawing and must be under direct supervision by their instructor or a skilled mentor.
- f. Match “new” volunteers up with experienced health fair phlebotomists to serve as their “go to” support during the health fair.
- g. Be able to evaluate phlebotomists and provide AHF with that information for future use.
- h. Monitor traffic flow and provide assistance where needed.
- i. In the event of a needle stick, follow the instructions provided in the on-site procedure manual.
- j. Remind the phlebotomists there is no eating or drinking in the drawing or processing areas. Create a “clean” area where they can put personal items, including food and drinks.
- k. Disinfect and clean draw tables, work area and centrifuge, before and after the health fair.
- l. Draw any difficult sticks or designate a person to draw them.
- m. Encourage anxious participants to have their blood drawn lying down.
- n. Know where there is a working phone in case you have to call 911 for an emergency.

## After the Health Fair:

### THE LEAD PHLEBOTOMIST WILL:

- a. Ensure all specimens have been properly processed and packaged.
- b. Ensure all paperwork is complete and in order. Coordinate with Program Director and verify test totals to blood test registration log.
- c. Restock re-usable items and pack all supplies for shipment back to Alaska Health Fair, Inc. office.
- d. Ensure all supplies are shipped back to Alaska Health Fair, Inc.
- e. Leave the blood draw area clean and in order.
- f. Ensure specimens are shipped to LabCorp on the pre-determined flight.
- g. Call the testing laboratory with flight information and ETA.
- h. Report any problems (immediately) to Alaska Health Fair, Inc. staff.
- i. Bring all related blood test shipping paperwork to AHF office (over the following week).

## Contact information for Lead Phlebotomist (please keep cell #'s you receive confidential):

The Program Directors are main contacts for the Lead Phlebotomist for each Health Fair to make sure they are familiar, and comfortable, with the tasks which they are responsible for concerning the blood collection and shipment of the blood to LabCorp laboratory.

- Executive Director: Andrei Chakine [ed@alaskahealthfair.org](mailto:ed@alaskahealthfair.org) Alaska Health Fair Statewide
- Program Director: Betty Rieth [anchorage.director@alaskahealthfair.org](mailto:anchorage.director@alaskahealthfair.org), Anchorage - So East - So Central
- Program Director: Sharon Phillips, [fairbanks.director@alaskahealthfair.org](mailto:fairbanks.director@alaskahealthfair.org), Fairbanks - Tanana Valley – Rural Northern Region
- Other Program Directors – ask AHF for staff directory
- Main Office/Daily Contact: Anchorage 907-278-0234, Fax: 907-258-1848
- Satellite Office/Daily Contact: Fairbanks 907-374-6853, Fax: 907-374-6854

Betty Rieth, Sharon Phillips, and other Program Directors oversee the phlebotomy supply, delivery of materials to & from a health fair, and general event operations. If you have any problems or concerns, please feel free to contact them. If you have any issues with blood collection, shipment and analysis of blood specimens, test results review and delivery, please contact Andrei Chakine or Betty Rieth.

## Covered Expenses:

- 1) **All supplies and shipping provided/arranged by Alaska Health Fair, Inc. (AHF)**
- 2) Transportation to and from out-of-town health fairs, *as arranged by AHF (on rare occasion if transporting yourself to &/or from event due to need; reimbursement of 58 cents per mile).*
- 3) Meals for out-of-town health fairs, up to \$55/day, *if not provided by site or AHF.*
- 4) Lodging for out-of-town health fairs, *as arranged by AHF/usually provided by site.*
- 5) If you make your own arrangements and expect reimbursement they must be **PRE-approved by AHF** before the health fair occurs and supported with receipts.
- 6) Compensation is \$20 per hour for set-up and take down of draw area at health fair, oversight/supervision of health fair draw, blood processing and volunteer phlebotomists, clean up of draw area, packing and delivery of blood to arranged transport for shipping to Lab, and processing of all related paperwork (not including test results).
- 7) All items must be invoiced and submitted by the 20<sup>th</sup> of each month for timely processing, proper payment (from the end of month check run) and mailing from the Anchorage office.