

JOB TITLE PRN Phlebotomy Technician

REPORTS TO Technical Services Supervisor

SUMMARY

A PRN Phlebotomy Technician, along with other technicians, performs the bulk of the study procedures. He/she performs technical, laboratory and administrative procedures following CEDRA Clinical Research procedures and study protocol requirements.

DUTIES AND RESPONSIBILITIES:

A PRN Phlebotomy Technician's responsibilities include, but are not limited to, the following:

- Always represents CEDRA Clinical Research (CCR) in a professional manner (verbal written and in appearance) when interacting with Sponsors, subjects, outside vendors and fellow employees.
- Performs phlebotomy on study subjects at timed intervals, ensuring the comfort and safety of the subjects.
- Properly labels specimens and documents procedures as required.
- Reads and follows study instructions and signs daily responsibility log/s.
- If trained to perform the following procedures, he/she must follow CCR guidelines and study protocol requirements:
 - Vital signs
 - ECGs
 - Serves meals/snacks
 - Collects and processes lab samples (blood, urine, and other body fluids)
 - Inventories and packages lab samples for shipment
 - Searches subjects and their belongings when entering and leaving the facility
 - Performs skin testing for allergens.
 - Performs Breath Alcohol Concentration Test.
- Performs study specific procedures and duties per protocol requirements.
- Restocks supplies.
- Ensures that procedures run smoothly and procedure areas are kept clean and uncluttered.
- Performs procedures and dispose of contaminated supplies according to OSHA requirements.
- Responsible for requesting, scheduling, and attending any training required for this position.

EDUCATION AND EXPERIENCE

Required Experience: At least 1 year of phlebotomy experience.

Preferred Experience Phlebotomy certification, Medical Assistant certification, or experience as a lab technician as a lab technician, or other medical background or course work.