
Clinical Research Phlebotomist

SPAULDING CLINICAL aims to be the clinical research organization by which all others are measured. Pioneering in our approach to redefining how the industry perceives and achieves success; passionate in our pursuit of ingenious solutions that mitigate risk; loving in our care for our volunteers, customers and employees; and heroic in our ambitions to ensure the health and safety of people around the globe - Spaulding Clinical is taking **research beyond results** to create a marketplace of safer drugs.

Original Date: 02 May 2014

Revision Date:

Reports To: Clinical Floor Supervisor

Supervises: N/A

Job Summary:

Responsible for phlebotomy procedures in the conduct of clinical trials with emphasis on the safety and welfare of study participants. Perform the practical activities of clinical studies according to protocol, regulatory requirements, and SOPs.

Essential Duties and Responsibilities:

- Verifying positive patient identification to ensure subject safety. Assessing subject reactions to specimen procurement.
- Performing venipuncture, capillary, and/or IV specimens from study subjects according to established protocol, maintaining aseptic technique. Obtaining additional assistance when judged necessary.
- Obtaining specimens according to priority and scheduled draw times. Ensuring completion of specimen collection functions according to protocol. Ensuring that specimens are properly labeled and suitable for testing.
- With supervision, ensures that clinical trials are conducted according to protocol requirements
- Sample management - collection and appropriate chain of custody for all samples obtained
- Provide necessary instructions to research participants
- Completes and keeps up-to-date on role-required trainings.
- Maintains safe, secure, and healthy work environment by following standards and procedures; complying with legal regulations such as (but not limited to) OSHA, Bloodborne Pathogens, NIH, and HIPAA requirements.
 - Maintain calm, professional atmosphere on study floor and with all interpersonal communications within Spaulding Clinical (colleagues, subjects, and customers).

The Statements made in the job description are intended to describe the general nature and level of work being performed by people assigned to this job. These statements are not intended to be an exhaustive list of all responsibilities, duties and skills required of people assigned to this job.

Skills/Qualifications

- Ability to read, write, and interpret the English language.
 - **Phlebotomy Skills - Minimum of 2-5 years of phlebotomy experience**
 - Technical Assessment skills
 - Demonstrates strong analytical, problem solving skills
 - Strong written and verbal communication skills.
 - Detail oriented, good organizational traits.
 - Self motivated
 - Must be results oriented, multi-tasking, quick learner, respond to the urgent needs of the team and show a strong track record of meeting deadlines.
 - Pool Position - Ability to work various shifts, including short (approximately <2 hours).
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Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit, stand, walk, reach with hands and arms, and use hands along with fingers, to handle or feel.
 - Ability to lift and/or move up to 25 pounds.
 - Specific vision abilities required by this job include clarity of vision both near and far.
 - Ability to identify and distinguish colors.
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Hazards:

- Potential for exposure to toxic or caustic chemicals
 - Potential for exposure to blood borne pathogens
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Education and Experience:

- Phlebotomy certificate preferred
 - Two to five years of experience performing phlebotomy.
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Spaulding Clinical Research management has the discretion to hire personnel with a combination of experience and education which may vary from the above listed skills and qualifications.
