



Position:	Phlebotomist
Reports To:	Clinical Lead – Interprofessional Primary Care Team
Term of Employment:	1.00 Part-Time Equivalent (FTE) <i>subject to ongoing funding</i>
Remuneration:	\$28.60 per hour (25 hours per week) Monday to Friday 8:30am to 1:30pm

Reporting to the Clinical Lead, We are seeking a dedicated and detail-oriented Phlebotomist to join our healthcare team. The ideal candidate will be responsible for performing blood draws and ensuring the highest standards of patient care and safety. This role is crucial in supporting laboratory operations and providing essential services within a clinical setting. A strong understanding of medical terminology and laboratory procedures is essential for success in this position.

Your responsibilities will include:

- Greet and request required information from patients, explain the specimen collection process, and ensure patients have followed necessary test protocol prior to specimen collection
- Perform phlebotomies, connect/disconnect Holter monitors, and perform ECG tracings
- Perform special test collections, such as medical/legal drug screens, paternity tests, and clinical trials, and complete related documentation
- Maintain client relationships, including responding to inquiries and following up on requests
- Complete data entry of required patient demographics, requisition information, and other information related to processing test results
- Prepare specimens for transportation and testing

Responsibilities:

- Perform phlebotomy procedures to collect blood samples from patients
- Follow proper protocols and procedures for specimen collection and handling
- Label and organize specimens for laboratory testing
- Maintain accurate records of patient information and test results
- Provide excellent patient care and ensure their comfort during the procedure
- Adhere to all safety and infection control protocols



- Collaborate with healthcare professionals to ensure proper specimen collection

Skills:

- Proficient in medical terminology related to phlebotomy and laboratory procedures
- Ability to successfully phlebotomize patients of all ages, including infants, children, adults, and elderly
- Familiarity with working in a hospital or laboratory setting
- Strong attention to detail and accuracy in specimen labeling and documentation
- Excellent communication and interpersonal skills for interacting with patients and healthcare professionals
- Ability to prioritize tasks and work efficiently in a fast-paced environment

What you will bring to the role:

- Graduate of a Registered Practical Nurse (preferred) or an approved Laboratory Assistant program or equivalent education is preferred
- Phlebotomy experience is an asset
- Demonstrated expertise in blood collection (including challenging procurement)
- Excellent communication skills
- Good computer skills with a minimum typing speed of 65 wpm
- Strong customer/patient service with the ability to relate to patients and clients even in stressful situations
- Experience with processing specimens, operating laboratory instruments preferred
- Demonstrated ability to organize and prioritize tasks/responsibilities
- Demonstrated ability to work independently
- Demonstrated ability to function in a diverse work environment
- Demonstrated commitment to continuing education
- Good attendance and work record required
- Strong empathy, flexibility, adaptability to change, and problem-solving skills.
- Ability to maintain the strictest standards of patient privacy and confidentiality.
- All employees are responsible to contribute to a transparent culture of patient and staff safety by adhering to and abiding by patient and staff safety policies and procedures
- All employees are accountable for protecting the psychological health and safety of themselves and their co-workers through adherence to policies and practices

Applications **MUST include:**

- Current cover letter



- Current resume
- Three names (not letters) of references with telephone numbers and/or email addresses (one must be current or most recent employer)

**DEADLINE DATE: Friday, April 11, 2025 @ 4:00
p.m. (*No Late Applications Accepted*)**

**Only qualified applicants will be contacted for an interview, and qualified
Saugeen First Nation members will be given priority.**

Submission of application:

By e-mail: candice.ruhl@saugeen.org

By mail: HR Dept., 6 Cameron Drive, Southampton, ON N0H 2L0