

## Phlebotomist at Avenue Healthcare

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Company: JobWebKenya

Location: Kenya

Category: other-general

### Job Description

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Avenue Hospital was founded in for the purpose of managing the outpatient department at the Hospital, and to extend medical services to corporate clientele through an innovative concept of Managed Healthcare.

### Job Objective/Purpose

Ensure provision of high-quality laboratory diagnostic services in the hospital as defined by Avenue Healthcare's policies, protocols, procedures and standards.

### Key Responsibilities

Confirm and identify patients correctly in accordance with Avenue Group policies and procedures.

Collect and handle samples carefully, following infection control and lab procedures strictly and precisely in accordance with Avenue Group policies and procedures.

Correctly labels the collection containers with pertinent patient information in accordance with Avenue Group policies and procedures.

Ensures that all collection instruments and environments are sterile.

Draws urgent samples immediately for processing in accordance with Avenue Group policies and procedures.

Maintains a clean and presentable collection point /phlebotomy area.

Timely and accurate billing of laboratory services.

**Stock management:**

Do daily/spot stock counts of lab supplies and report shortages to the Lab Superintendent.

Proper storage of lab supplies.

Conduct phlebotomy procedures on blood donors in accordance with Avenue Group policies and procedures.

Ensure that Avenue corporate governance policies are adhered to.

Prevent, detect and report any fraud or criminal activity

Fully implement audit recommendations and attain satisfactory ratings in subsequent audits,

Record all sentinel incidents/events and report to the Laboratory Superintendent within 24 hours using the provided tools.

Infection control;

Maintain infection control standards in the phlebotomy area.

Observe proper disposal of medical waste.

Disinfection of laboratory surfaces with the right disinfectants

Observe and practice high quality of service through effective communication, prompt feedback and escalation of any unresolved issues to the Laboratory Superintendent.

Maintain patient privacy and confidentiality at all times.

Ensure adequate knowledge of all Avenue policies, procedures and systems as outlined in the HRMIS.

Prevention of lab related errors by following the laid down policies and procedures on sample handling during pre-analytical and post-analytical phases of testing.

Any other duty as assigned by your immediate supervisor in line with the job description

**Personal Specifications**

Certificate in Phlebotomy

2 years' experience

Excellent interpersonal and communication skills

Attention to detail

Result Oriented

Customer focus

Reliable

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