

# DACUM Research Chart for Phlebotomy Technician

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# DACUM Research Chart for Phlebotomy Technician

Duties		Tasks			
<b>A</b>	Perform Clerical Functions	A-1 Obtain patient demographics	A-2 Obtain physician demographics/orders	A-3 Obtain billing/insurance information	A-4 Enter physician orders
		A-5 Provide specimen collection instructions/materials	A-6 Schedule patient appointments	A-7 Maintain data files	A-8 Maintain quality assurance data logs
		A-9 Relay released lab results	A-10 Maintain supplies		
<b>B</b>	Perform Phlebotomy	B-1 Assess medical requirements	B-2 Verify physician orders	B-3 Identify patient	B-4 Assess patient needs
		B-5 Select anatomical site	B-6 Assemble phlebotomy supplies	B-7 Prep anatomical site	B-8 Obtain blood sample
		B-9 Assess patient condition	B-10 Label tubes	B-11 Restore work area	B-12 Provide age-related post-care instructions
		B-13 Package/transport specimens			
<b>C</b>	Process Specimens	C-1 Receive specimen	C-2 Prepare specimen	C-3 Transport/store to appropriate area (e.g., Lab Sections, Ref. Lab)	C-4 Arrange for pickup of specimen
		C-5 Clean/disinfect area			
<b>D</b>	Collect Specimens	D-1 Collect forensic specimens	D-2 Collect arterial blood gas specimens	D-3 Collect chain-of-custody specimens	
<b>E</b>	Perform/Assist with CLIA-Approved Testing	E-1 Perform waived testing	E-2 Set-up micro-cultures	E-3 Assist with performance of lab tests	
<b>F</b>	Maintain Safe Environment	F-1 Follow ergonomic procedures	F-2 Maintain physical security	F-3 Comply with infection-control requirements	F-4 Handle/dispose chemical hazards
		F-5 Perform routine equipment maintenance	F-6 Participate in disaster preparedness		

**G**

Continue Professional Dev.  
Education

G-1 Maintain certification/licensure	G-2 Attend continuing education courses	G-3 Maintain CPR certification	G-4 Attend professional organization meetings
G-5 Attend process improvement seminars	G-6 Maintain annual compliances	G-7 Maintain annual competencies	G-8 Review policies and procedures
G-9 Provide on-the-job training			

**Future Trends and Concerns**

- Awareness of cost containment
- Increased career opportunities
- Increased computer technology
- Increased Customer Service
- Increased exposure to hazardous materials
- Increased pay
- Increased Regulations
- Increased Responsibility
- Licensing
- Required C.E.U.s
- Safety devices
- Stabilization of Career

**General Knowledge and Skills**

- Ability to follow instructions
- Analytical skills
- Basic math skills
- Basic safety skills
- Communication skills
- Computer skills
- Confidentiality
- Customer skills
- Decision Making skills
- Drive car
- Interpersonal skills
- Legal aspects
- Listening skills
- Medical terminology
- Negotiation skills
- Operate modern technology
- Organizational skills
- Phlebotomy skills
- Print legibly
- Problem solving skills
- Reading and comprehension skills
- Speak and read English proficiently
- Speak other languages
- Team player
- Telephone skills

**Tools, Equipment, Supplies and Materials**

- Alcohol swabs
- Apron
- Asbestos gloves
- Band aids
- Beta dine
- Bio Bags
- Bleach bottle (10%)
- Car
- Centrifuge
- Culture plates
- Drawing chair
- Face mask
- Fax
- Gram stain rgt
- Hand Cleaner

- Hood
- Incubator
- Lab coat
- Lancets
- Needle holders
- Needles, assorted sizes
- Occult blood
- Pin worm paddle
- Racks
- Refrigerator
- Safety
- Sharp container
- Shields
- Slide protectors
- Spill kit
- Sputum Cup
- Sterile specimen containers
- Stool kit
- Telephone
- Timer
- Tourniquet

**Worker Behaviors**

- Able to distinguish colors
- Able to multi-task
- Able to take constructive criticism
- Adaptive
- Assertive
- Confidence
- Control anger
- Desire to learn and expand skills
- Detail oriented
- Ethical
- Good/corrected vision
- Honest
- Independent
- Mechanically inclined
- Mentally alert
- Motor skills
- Open-minded
- Patience
- Positive Attitude
- Professional appearance
- Reliable
- Respectful
- Responsible
- Safety conscious
- Self motivated

