

INSTRUCTIONAL ASSISTANT

Phlebotomy Laboratory

DEFINITION

Under general supervision of assigned administrator, assists certificated staff with instructional duties by working with students individually or in groups in the improvement of academic knowledge and technical skills; performs related work as required.

TYPICAL DUTIES

Tutors students individually and in small groups in concept understanding and the use of phlebotomy equipment; works with students on phlebotomy and laboratory procedures and assignments; maintains safety standards in laboratory; prepares classroom demonstrations according to instructors' guidelines; maintains laboratory equipment; assists in evaluating students' work; maintains student attendance records; supervises student assistants as needed; performs related duties as required.

QUALIFICATIONS

EXPERIENCE

One year of experience tutoring, instructional, or work experience in elementary phlebotomy. Proof of certification in the State of CA as a Certified Phlebotomy Technician I or II, with a minimum of three years of phlebotomy experience in an acute care hospital in the previous five years. One year of experience tutoring and/or mentoring phlebotomy students desired, but not required.

EDUCATION

Completion of accredited phlebotomy program; Be a high school graduate, or have achieved a passing score on the general educational development (GED) test or documentation of equivalent education pursuant to Section 1031.4(c)(6)(B) of the California Business & Professions Code. Completion of two years of college Life Science or Health Care courses desired, but not required.

KNOWLEDGE OF

Subject matter in basic and advanced phlebotomy courses; tutoring techniques; use of phlebotomy equipment; basic mathematics used in phlebotomy.

SKILL IN

Skill in tutoring others and working in a multi-lingual environment. Skill in training others how to do something; using multiple approaches when learning or tutoring new things; and in using logic and analysis to identify the strengths and weaknesses of different approaches. Skill in working with new material or information to grasp its implications; assessing how well one is doing when learning or doing something; knowing how to find and identify essential information; and reorganizing the information to get a better approach to problems or tasks. Skill in using mathematics to solve problems; listening to

what other people are saying and asking appropriate questions; being aware of others' reactions and understanding why they react the way they do; and in adjusting actions in relation to others' actions. Skill in identifying the nature of problems; developing approaches for implementing an idea or solution to a problem; and observing and evaluating the outcomes of a problem/solution to identify lessons learned or redirect efforts. Skill in managing one's own time and the time of others; communicating effectively with others orally and in writing as indicated by the needs of the audience; understanding written sentences and paragraphs in work related documents; and working in a multi-lingual environment.

ABILITY TO (ESSENTIAL FUNCTIONS)

Perform the basic functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and good judgment; work as a member of a team; and meet schedules and time lines. Work with students having cultural and academic diversity. Tutor students in phlebotomy; receive and give oral and written instructions; prepare and present laboratory demonstrations and practical exams; operate audiovisual equipment; maintain student records; and assist with monitoring and maintaining a safe laboratory environment.

TYPICAL EQUIPMENT USE (May include, but not limited to)

Phlebotomy laboratory, audiovisual, and computer equipment.