



Job Description

Designation/Role: Phlebotomist

Department: Clinical Operations

Job Description / Roles and Responsibilities for Job Title:

- 1) Safely and efficiently collect blood samples from study participants
- 2) Participate in the selection of subject's for clinical trial through the screening process and or required during the conduct of the study. Duties may include but are not limited to:
 - i. Procurement of blood samples
 - ii. Obtaining ECG's
 - iii. Obtaining Vital signs (blood pressure, temperature, pulse oximetry, respiration rate)
 - iv. Performing a subject interview
 - v. Processing of blood and urines samples as per protocol requirements
 - vi. Perform in-house screening diagnostics such as Drug Screen panels, pregnancy tests, cotinine tests, alcohol breathalyzer tests, etc.
 - vii. Documenting and packaging of study samples for shipment to the appropriate clinical diagnostic or analytical laboratory
 - viii. Obtaining subject's height, weight, elbow breadth, frame size and body mass index
 - ix. Study related tasks such as meals (distribution, collection and monitoring), subject assembly, check in procedures, property room, etc.
- 3) Monitor subjects during in-house confinement periods for protocol and SOP requirement such as physical restrictions, water restrictions, meals, fluid intake/output, etc.
- 4) Preparation of study related materials, such as labelling of study tubes, preparation of clipboards, ensuring clinic is prepared with supplies required
- 5) Review study documents for completeness and accuracy and ensure all corrections are followed up with promptly
- 6) Ensure personal resume (CV) is updated annually as required.
- 7) May be required to keep personal training file updated on a regular basis.
- 8) Participate in training sessions.
- 9) Work in a safe manner that does not endanger yourself or your co-workers.
- 10) Execute other duties as may be required by their manager and other members of Management team as training and experience allow.
- 11) Assist in development of department SOPs, Equipment Binders, templates
- 12) Procurement of equipment and supplies as required
- 13) Calibration and maintenance of equipment per SOPs; maintain appropriate logbooks
- 14) Participate in training of staff as experience and qualifications permit
- 15) Uphold the company mission statement and conduct yourself at all times in a respectful and business-like manner. Be a positive role model for all staff and interact with colleagues in a collaborative way
- 16) Assist in set up and maintenance of laboratory
- 17) Execute other duties as may be required

Any Additional responsibility given by Head of the Department / Management



Qualifications:

- 2 year medical technology diploma, or equivalent
- 2-4 years of recent phlebotomy and ECG experience
- 0-1 year experience in a basic laboratory setting
- Clinical experience; preferably in a CRO or Pharmaceutical setting, would be an asset
- Recognized professional certification in clinical research would be an asset
- Knowledge of related accreditation and certification requirements while maintaining a personal program of self-study and professional growth.
- Excellent organizational skills, detail oriented, efficient and able to multi-task and prioritize effectively
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- Excellent interpersonal skills
- Strong written and verbal communication skills

The resumes can be submitted to HRMississauga@cliantha.com