

Phlebotomy - Adult Education Instructor**Position Description- Part-time**

Position: Phlebotomy Instructor

Class: Exempt: Part-time

Reports to: Program Director and/or Director of Adult Education or Designee

Pay Scale: Hourly wage: \$23 - \$26 depending on teaching experience

Schedule: As Needed

Fund Source: Adult Education

Role of Phlebotomy Instructor

The instructor will actively engage a diverse group of students in the learning process by preparing comprehensive lesson plans, maintaining accurate records, and fostering a learning environment that supports student success. This role requires the application of best practices in classroom and practical instruction, along with strong organizational skills and adherence to departmental protocols. The instructor will gather, document, and evaluate student assessment data to ensure the achievement of course, program, and institutional learning objectives. Additionally, the instructor will enthusiastically participate in non-teaching duties such as open houses, academic advising, student recruitment, committee involvement, and both professional and community service.

Instructor Position Responsibilities and Performance Measures**Teaching and Instruction:**

- Develop and implement a comprehensive curriculum that meets the needs of adult learners in subjects such as anatomy, physiology, and patient care.
- Deliver engaging and comprehensive lectures on all aspects of phlebotomy, including anatomy and physiology of the circulatory system, venipuncture techniques, specimen collection and handling, and infection control.
- Lead hands-on laboratory sessions to help students develop and refine their phlebotomy skills.
- Maintain a positive and professional learning environment.
- Utilize learning management systems to deliver course materials and track student progress.
- Facilitate classroom instruction using effective teaching strategies that promote critical thinking and engagement.

Student Assessment and Evaluation:

- Develop and administer quizzes, exams, and practical skills assessments to evaluate student comprehension and proficiency.
- Grade assignments and provide timely, constructive feedback to students.
- Conduct clinical skills evaluations to ensure students meet program competency requirements.

Curriculum and Program Support:

- Follow the established curriculum and instructional materials.
- Assist in updating and improving course materials as needed.
- Conduct documentation reviews to assess student performance and provide constructive feedback.
- Track and report on student attendance, progress, and performance.

Clinical and Professional Development:

- Supervise students during simulated and clinical practice sessions.
- Ensure all students adhere to safety and ethical guidelines.
- Stay current with industry standards, regulations, and best practices in phlebotomy.
- Collaborate with colleagues on curriculum development and instructional strategies to enhance the educational experience.
- Stay current with advancements in phlebotomy to inform teaching content.
- Engage with students to provide support, address concerns, and encourage academic growth throughout their educational journey.

Other Duties:

- Fulfill other duties as assigned by the Program Director or designated supervisor.

Note: Part-time instructors are expected to fulfill the responsibilities listed above, though specific duties may be adjusted based on program needs.

Qualifications for Phlebotomy Instructor

Education: A high school diploma or GED is required.

- **Certification/License:** You must hold a current phlebotomy technician certification or license. Other credentials, such as RN, LPN, or other medical licenses, may also qualify you, according to the [National Phlebotomy Certification Examination](#).
- **Experience:** A minimum of 2 years of active phlebotomy experience within the last five years. .
Successful 500 blood draws .

- Current CPR certification (AHA or equivalent).

2. Teaching Certification

a. Candidates who do not hold a valid Ohio teaching certificate or license, and are hired by a school district to teach in adult workforce education programs, must obtain an active adult education permit. Permits for Fire and EMS (070000) are issued by the Ohio Department of Education.

3. Other Requirements

- Pass the drug test and background checks required for employment.
- Be current in all necessary vaccinations per institution
- Proficiency in computer applications, including Microsoft Office Suite and Google Workspace.
- Excellent written, oral, and interpersonal communication skills.
- Strong critical thinking and problem-solving abilities.
- Demonstrated cultural competence and sensitivity.
- Ability to work cooperatively and effectively with diverse individuals in the educational environment.
- Ability to maintain confidentiality of student and institutional information.

4. Physical Requirements

Manual Dexterity & Fine Motor Skills: Ability to grasp, manipulate, and assemble small objects with one or two hands for delicate tasks.

- **Eye-Hand Coordination:** Crucial for performing precise actions, such as venipuncture.
- **Physical Stamina:** Must be able to stand, walk, and move for long periods without excessive fatigue.
- **Mobility:** Required to move freely and quickly between different locations, including patient rooms, emergency rooms, and laboratories.
- **Sensory Acuity:** Good vision and hearing are necessary to observe details, understand speech, and differentiate between colors.
- **Lifting and Movement:** The ability to bend, stretch, twist, reach, and lift objects, potentially up to 50-60 pounds, is sometimes necessary.
- **Unimpaired Sense of Touch:** Required for discriminating veins and vein walls during blood collection.

Working Conditions:

- This is a part-time, evening/day position.
- The work schedule will be based on the program's needs, and flexibility is required.
- The role involves a mix of classroom lecture and hands-on lab instruction.

****Disclaimer:****

This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee. It does not constitute a contract, and at no time does the institution guarantee weekly hours. Instructors are scheduled on an as-needed basis, and part-time employees are subject to the institution's employment policies, including at-will employment rights. Signing this form indicates that you understand the job requirements and are willing and able to perform the duties as assigned.

Employee Name: _____

Employee Signature: _____ **Date:** _____