TEMPLATE: BLOOD COLLECTION Officer Position Description

*NOTE FOR ADOs: It is important to review and adapt this BCO position description to ensure it reflects and meets the needs of your specific sample collection personnel program. What is provided below is an example. You should also note that a qualified DCO could perform the BCO duties. Please delete this text box once you have revised this position description.*

**Position Summary**

The Blood Collection Officer (BCO) is responsible to collect a blood sample from an athlete. The BCO will prepare the athlete for the blood collection, answer any relevant questions from the athlete, collect the blood sample(s) and advise the athlete of aftercare procedures.

Key Responsibilities

**Sample collection:**

* Answer relevant questions from athletes about the blood collection procedure.
* Prepare the athlete for blood collection and collect a blood sample.
* Advise the athlete on aftercare procedures.
* Perform first aid on the athlete if required.

**Post-sample collection administration:**

* Verify the blood sample collection procedure and sign the relevant documentation.
* Dispose of the blood sample collection equipment used as per the required local standard for handling blood.

Key Attributes

The BCO candidate will have the following attributes.

* Must be 18 years or older.
* Must maintain confidentially at all times.
* Demonstrate the ability to follow instructions, rules and procedures.
* Demonstrate the ability to communicate effectively, both orally and in writing, in *[insert relevant language(s)]*.
* Act in a respectful and professional manner.
* Have a flexible schedule or be able to meet the scheduling demands.
* Possess a valid driver’s license (and access to a vehicle).
* Passionate about sport and clean sport.

Education/Qualifications

* Possess qualifications in phlebotomy recognized by the relevant public authorities *[if possible, insert specific name of public authority]* and licensed to collect human blood (i.e., perform blood collection from a vein).
* Possess work experience in phlebotomy (i.e., demonstrated practical skills).

Additional Requirements

* Ability to work outside regular working hours (i.e., evenings, early mornings, etc.) and on weekend and holidays.
* Willingness to travel country wide.