

TITLE: Laboratory Assistant

Description

Performs a variety of clerical and technical tasks associated with the pre and post-analytic phases of the laboratory work flow.

Principal Responsibilities:

- Experience performing blood draws, labeling specimens, centrifuging specimens, recording maintenance data and decontamination, updating patient information, etc.
- Collects and stores specimens according to established procedures. Data entry and report preparation, clerical review, and database maintenance.
- Properly explains in a clear but courteous manner the process of the venipuncture (blood drawing) and or other specimen collection (ex. urine) as required.
- Fully understand all of the physicians' orders.
- Matches laboratory requisition forms to specimen tubes. Label, centrifuge, split, and freeze specimens as required by test order.
- Package specimens for transport
- Answer telephone calls, read laboratory results to satisfy inquiries.
- Completes registration and/or test order entry.
- May occasionally assist clinicians in special procedures.
- Processes specimens according to established protocol.

Qualifications

Education:

- California State Phlebotomy Technician I or II Certification is required or must be a licensed healthcare professional (e.g. RN, LVN, MLT, or CLS) and phlebotomy included within the scope of the license.
- High school diploma or GED is required.
- Post-high school course work related to the medical field (e.g. medical terminology, basic anatomy, physiology, etc.) is preferred.

Experience:

- Experience in one or more of the following: phlebotomy, specimen processing or clerical (lab preferred).
- Proficiency in laboratory and/or hospital information systems is highly desirable.
- Patient contact in a hospital or outpatient setting is preferred.

Knowledge:

- Knowledge of medical terminology and laboratory operations is required.
- General knowledge of blood borne pathogens and lab safety is preferred.

Special Skills/Equipment:

- Requires critical thinking skills, decisive judgment and the ability to work with minimal supervision.
- Must be able to work in a complex fast-paced environment and take appropriate actions in emergent situations.
- Must be able to work within established timeframes with attention to detail and accuracy.

Physical Requirements: For the purpose of the American Disability Act (ADA), this position has been assessed to identify essential and marginal functions. Tasks listed below are considered to be essential functions of the job. Reasonable accommodations may be made for individuals with qualifying disabilities in order to perform the essential function of the job

1. Work Position
 - a. Sitting 50% or more
 - b. Standing 40% or more
 - c. Walking 10% or more
2. Body Movements
 - a. Lifting/Carrying up to 20lbs Frequency, less than 15%
 - b. Bending and stooping Frequency, less than 25%
 - c. Hand grip, wrist and digital dexterity Frequency, 80%
3. Speaking, hearing and visual acuity to receive and interpret instructions
4. Verbal and written English communication skills
5. Mathematical and reasoning skills
6. Normal vision range. Ability to distinguish letters, numbers, and symbols
7. Requires the use of office equipment, such as computer, telephones, photocopier, scanner, and facsimile machine

Employee Signature

Date