



Job

Description

Job Title: Clinical Lab Assistant
Department: Laboratory
Reports To: Lab Supervisor
Pay Grade:

FLSA Status: Non-Exempt
Effective Date:
Revise/Review Date:

Employee Name:

JOB SUMMARY:

Performs, interprets, and correlates clinical laboratory tests by following protocols to assist in health care provider diagnosis and treatment. Interacts directly with medical staff members in interpretation and follows up on patient results.

QUALIFICATIONS:

Education and/or Experience

- Have earned a high school diploma or equivalent, and have documentation of training appropriate for the testing performed prior to analyzing patient specimens. Such training must ensure that the individual has:
 - a. The skills required for proper specimen collection, including patient preparation, labeling, handling, preservation of fixation, processing or preparation, transportation and storage of specimens.
 - b. The skills required for implementing all standard laboratory procedures.
 - c. The skills required for performing each test method and for proper instrument use.
 - d. The skills required for performing preventive maintenance, troubleshooting, and calibration procedures related to each test performed.
 - e. Working knowledge of reagent stability and storage.
 - f. The skills required to implement quality control policies and procedures of the laboratory.
 - g. An awareness of the factors that influence test results, and the skills required to assess and verify the validity of patient test results through the evaluation of quality control sample values prior to reporting patient test results.

Knowledge, Skills and Abilities

- Phlebotomy skills
- Must be able to take call and respond within 30 minutes

GENERAL REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Ability to calculate figures, add, subtract, multiply, and divide
- Ability to generate, read, interpret, and take action as it relates to basic national and state regulations, operational and maintenance and organizational policy/procedures
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Ability to write reports and correspondence
- Ability to effectively present information to patients, families, employees, health care providers, etc...
- Ability to work cooperatively and communicate effectively to maintain good working relationships
- Ability to work with skill in identifying problems; making frequent decisions regarding method of performance

EQUIPMENT, TOOLS, MATERIALS:

- Laboratory equipment
- Calculator
- Computer and printer
- Fax, scanner, and copy machine
- General office materials/supplies
- Information Systems
- Telephone system
- Microscope

SECURITY/ACCESS:

- Will have access to the facility 24 hours a day
- Will have access to confidential information abiding by the organizations privacy policies and regulations concerning this information

SUPERVISORY RESPONSIBILITY:

- None

PATIENT AGE GROUP SERVED:

- Infant, Pediatric, Adolescent, Adult, Geriatric

ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. **Collects adequate blood samples for analysis to assist physicians in making accurate diagnosis and management of diseases.**
2. **Maintains laboratory records accurately and neatly.**
3. **Performs instrument maintenance and maintains the physical laboratory space in a clean orderly fashion.**
4. **Records results of all tests, quality control and proficiency survey properly.**
5. **Maintains working knowledge of basic instruments and applies that knowledge in daily work according to CLIA guidelines.**
6. **Communicates effectively.**
7. **Promotes and ensures patient and staff safety in all aspects of responsibilities.**
8. **Demonstrates basic knowledge and understanding of established testing procedures and protocol by remaining abreast of procedure manual and updates and performance in the following areas of laboratory testing: Hematology, Clinical Chemistry, Immunoassay, Arterial Blood Gases, Urinalysis, Hemostasis, Transfusion Services, Immunology/Serology, Microbiology, Phlebotomy, and other laboratory disciplines.**
9. **Conducts chemical analysis of body fluids, including blood and urine to determine presence of normal and abnormal components.**

- 10. Prepares and uses necessary equipment.**
- 11. Performs and maintains documentation.**
- 12. Performs other duties as assigned.**

ESSENTIAL WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (check appropriate column or enter maximum individual lifting requirement)

Physical Activity	Not Applicable	Occasionally (0-35% of day)	Frequent (36-66% of day)	Continuous (67-100% of day)
Sitting		X		
Standing				X
Walking				X
Climbing	X			
Driving	X			
Lifting (floor to waist level)		50 lbs.	25 lbs.	10 lbs.
Lifting (waist level and above)		50 lbs.	25 lbs.	10 lbs.
Lifting (shoulder level and above)		50 lbs.	25 lbs.	10 lbs.
Carrying objects			X	
Push/pull		150 lbs.	100 lbs.	0 lbs.
Twisting		X		
Bending		X		
Reaching forward		X		
Reaching overhead		X		
Squat/kneel/crawl		X		
Wrist position deviation		X		
Pinching/fine motor activities			X	
Keyboard use/repetitive motion			X	
Taste	X			
Talk				X
Smell	X			

Sensory Requirements	Not Applicable	Accurate 20/40	Very Accurate 20/20	
Near Vision		X		
Far Vision		X		
	Not Applicable	Yes	No	
Color Discrimination		X		
	Not Applicable	Accurate	Minimal	Moderate
Depth Perception		X		
Hearing		X		

Environment Requirements <i>Occupational Exposure Risk Potential</i>	Not Anticipated	Reasonably Anticipated
Bloodborne Pathogens		X
Chemical		X
Airborne Communicable Disease		X
Extreme Temperatures	X	
Radiation	X	
Uneven Surfaces or Elevations	X	
Extreme Noise Levels		X
Dust/Particulate Matter		X
Other (List)		

Shift Requirements	8 hrs/day	10 hrs/day	12 hrs/day	Other (varied)
Usual workday hours		X		
Taking Call Shifts		As needed		
Regular, punctual attendance for assigned shifts		X		
Available to work overtime		X		

I have read the job description above and agree that I am qualified and able to perform the job to the best of my ability:

Employee Signature

Date

Administrator Signature

Date

Disclaimer: This job description is only a summary of the typical functions of the job, and not an exhaustive or comprehensive list of all possible job responsibilities, tasks and duties. The responsibilities, tasks and duties of the job holder might differ from those outlined in the job description and that other duties, as assigned, might be part of the job.