POLICY: Job Description: Laboratory Assistant

Statement of Purpose:

To provide support for the mission and vision of the hospital through actions, attitudes, and personal conduct as a team member of your department, a representative of the hospital, and a contributor to the health and well-being of the residents of Claiborne Parish; to provide the duties outlined in this job description to the best of your abilities; and to strive for excellent service to our customers.

Job Summary:

To provide hands-on assistance to the Medical Laboratory Scientist and Medical Laboratory Technicians on duty.

General Duties:

- Support management in the implementation of the hospital's mission, values, and goals.
- Actively participate as a member of your department by providing excellent customer service, identifying areas for improvement, and implementing operational changes.
- Assist your department in providing efficient and effective patient care.
- Promote high standards of performance by exhibiting compassion and professionalism at all times and by being responsible for your actions, attitude, and body language.
- Communicate in a timely and effective manners using multiple communication mediums. This includes: notes, phone calls, emails, one-on-one interaction, and participation in meetings.
- Support performance improvement monitoring by collecting data, reporting incidents, identifying patient care problems, and providing performance information to management.
- Follow all departmental and hospital policies. Request clarification if needed.
- Keep track of equipment and supplies to make sure your department retains the tools needed to provide patient care and to assure departmental resources are used wisely.
- Manage your time to assure that you complete assignments within the scheduled timeframe and minimize changes in the department work schedule.
- Demonstrate the ability to follow a series of steps without confusion or error on an on-going basis.
- Must have the ability to establish work priorities and to handle several tasks at once for maximum work efficiency.

- Must be able to retain information once learned.
- Must interact with other coworkers, internal and external customers with courtesy and respect.

Specific Duties:

- Performs phlebotomy and other specimen collections as required including chain-of-custody collections.
- Performs various routine laboratory functions in a precise and accurate fashion to assist the laboratory professional staff.
- Performs moderate complexity and waived laboratory tests and procedures requiring limited independent judgement and interpretation including all test categories under CLIA ’88.
- Duties and responsibilities once all phlebotomy duties have been achieved:
    - Sorting, and receiving specimens in the department.
    - Perform limited routine instrument maintenance on some equipment.
    - Performs laboratory tasks of centrifuging specimens, printing extra labels, recording data, specimen storage and retrieval.
    - Preparing reagents and or media in the department. Changes reagents as required.
    - Preparing specimens at workstations for testing. (Including building worklist, pouring off specimens to sample cups, checking specimens for clots and fibrin, inoculation, slide preparation.)
    - Performs QA/QC duties as assigned by the Tech on Duty.
    - Loading and unloading analyzers.
    - Performs all complex laboratory testing or components of complex testing procedures with supervision.
    - Resolves in-house and reference lab pending lists.
    - Finds missing samples.
    - Decontaminates work areas.
    - Performs weekly inventory.
    - Maintains files for department records.
    - Follows all PPE requirements and all safety regulations.
    - Uses the laboratory computer system as well as operate PCs.
    - Disposes of biohazardous material properly.

Supervision Exercised:

- NONE

Qualifications:

- A Louisiana State Clinical Laboratory Personnel license as a Laboratory Assistant.
- Minimum of High School Diploma or equivalent.
- One year in a technical or laboratory environment.
- Two years as a phlebotomist in a clinical laboratory.

Physical and Mental Requirements:

- Sitting approximately 30% of the day.
- Walking/Standing 70% of the day.
- Must be able to bend, stoop, kneel, reach overhead, work in tight places and stand in place for periods of time.
- Maintain composure under pressure.
- Adapt to change.
- Ability to grasp information quickly.
- Ability to work in a fast pace environment.
- Ability to multi-task.

Disclaimer:

This is not an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management and administration revers the right to revise this job or require that additional tasks be performed if circumstances change.

Direct Report:

To the Tech on Duty, Laboratory Manger, and Laboratory Director.

Reviewed Date :				
Accepted By:				