DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS - ATASCADERO

JOB CLASSIFICATION: LABORATORY ASSISTANT

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Perform assigned, varied, standardized and non-technical laboratory procedures in processing or preparing laboratory specimens, materials and supplies, and in operation of specialized mechanical laboratory equipment.

40% Technical

Performs phlebotomy of patients and employees efficiently and effectively. Prepares specimens for in-house analysis and/or for transport to external reference laboratories. This includes labeling, accessioning, centrifugation, separation of serum/plasma, and documentation procedures. Clarifies unclear orders prior to processing. Verifies appropriate reference laboratory to be used and proper specimen requirements prior to processing. Completes appropriate paperwork accurately and legibly. Prepares correct specimens and stores under appropriate conditions. Makes necessary arrangements for special handling (e.g., 24-hour urine preservatives). Accurately processes incoming requisitions from patient units and return to work (i.e., time-stamping, computer data entry, and labeling of specimens/requisitions).

Performs order entry and results retrieval from the laboratory computer system and/or from paper files. Review Orchard software program for any problem orders and troubleshoots to ensure lab results are returned to the ordering physician promptly.

20% CLIA Waived Testing

Analyzes various types of specimens quantitatively, using various available methodologies, accurately, precisely, and in a timely manner.
Performs quality control as needed on CLIA Waived machines.
Orders reagents and supplies for CLIA Waived machines as appropriate. Ensures that all reagents and supplies are appropriately labeled and stored. Ensures that current package inserts are available, have been reviewed, and changes/updates have been appropriately noted.

20% Non-Technical

Answers telephones promptly, courteously, and effectively. Processes and distributes completed departmental reports. Files laboratory copies of completed reports in a timely manner. Periodically purges files of reports that have expired. Assists supervisor with the preparation of various reports (e.g., Quarterly Reports) as needed.
Maintains reference laboratory supplies. Periodically investigates "overdue" send-out reports. Works directly with reference laboratory staff(s) to resolve problems. Picks up departmental mail on a daily basis. Assists supervisor in reconciling various invoices for appropriate fees and services, as needed.

20% Other Duties

Keeps work area neat and orderly. Clean and disinfects work surfaces daily. Washes reusable glassware, as necessary. Observes all safety and infection control policies, procedures, and guidelines. Selects and utilizes appropriate personal protective equipment as needed

Participates in chemical and/or biological spill clean-up procedures, as necessary. Utilizes appropriate safety devices when obtaining blood samples. Maintains a working familiarity with departmental fire and disaster procedures. Maintains a working familiarity with pertinent departmental Policy and Procedure Manuals via annual review; this includes, but is not limited to, Safety and Infection Control, Specimen Collection, and Phlebotomy manuals.

Read and write English at a level required for successful job performance. Demonstrates willingness and ability to work compatibly with co-workers, supervisors, and patients, and to voluntarily assist as needed. Maintain a high level of professionalism, as a representative of the department and of the hospital. **Completes mandatory Core Training sessions as scheduled. Maintains state phlebotomy certification requirements (i.e., ongoing continuing education).**

2. SUPERVISION RECEIVED

Supervisor – CMS Supervising Registered Nurse

3. SUPERVISION EXERCISED

N/A

4. KNOWLEDGE AND ABILITIES

ABILITY TO:

Read and write English at a level required for successful job performance; clean and care for laboratory equipment; learn elementary laboratory methods and procedures; follow directions; work efficiently and effectively in a group.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

CPR *(at facility's option)*

Maintains current certification.

AGE SPECIFIC

Provides services commensurate with age of clients/individuals being served. Demonstrates knowledge of growth and development of the following age categories:

☐ Pediatric ☐ Adolescent ☐ Adult ☐ Geriatric

RELATIONSHIP SECURITY
Demonstrates professional interactions with patients and maintains therapeutic boundaries.

MANAGEMENT OF ASSAULTIVE BEHAVIOR *(at facility's option)*
Applies and demonstrates knowledge of correct methods in the management of assaultive behavior (i.e., PMAB/TSI).

CULTURAL AWARENESS
Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION
Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES:

- Answers telephones promptly and courteously.
- Maintains reference laboratory supplies.
- Processes and distributes completed departmental reports and maintains departmental paper files.
- Demonstrates good verbal and written communication skills.

TECHNICAL PROFICIENCY (SITE SPECIFIC):

- Performs venipuncture procedures for obtaining blood specimens effectively and efficiently, using appropriate personal protective equipment and safety devices.
- Prepares specimens for in-house analysis and/or for transport to external reference laboratories.
- Performs data entry and data retrieval from the laboratory computer system accurately and efficiently.

6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

- Possesses a valid Phlebotomy Certificate/License issued by the State Department of Health Services.
- Obtains at least 6 Contact Hours of state-approved Continuing Education every 2 years, in order to maintain state certification.

7. TRAINING - Training Category = 08

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

Employee's Signature	Print Name	Date
Supervisor's Signature	Print Name	Date
Reviewing Supervisor's Signature	Print Name	Date