

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	Position Control Approval: BL	Date: 10-11-2024
Employee Name	Division Medical Administration		
Position No / Agency-Unit-Class-Serial 455-435-7884-XXX	Unit Central Medical Services		
Class Title Laboratory Assistant (Safety)	Location Atascadero State Hospital		
Subject to Conflict of Interest <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID R11	Work Week Group 2	Class Ranges A, B

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. Incumbents ensure public property is protected and safe. In addition, incumbents will respond to emergency situations as trained in Therapeutic Strategies and Interventions (TSI).

40%	<p>Technical</p> <p>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. Applies and demonstrates knowledge of correct methods in Therapeutic Strategies and Interventions (TSI). Assist in the maintenance of a safe and secure environment through response to physical assaults, escape attempts or other major patient disturbance, and assist in the management of the conduct of the patients.</p>
20%	<p>CLIA Waived Testing</p> <p>Analyzes various types of specimens quantitatively, using various available methodologies, accurately, precisely, and in a timely manner. Performs quality</p>

	<p>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.</p>
20%	<p>Non-Technical</p> <p>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.</p>
20%	<p>Other Duties</p> <p>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).</p>
Other Information	<p>Supervision Received: Supervising Registered Nurse, CMS Supervising Laboratory Assistant I</p> <p>Supervision Exercised: None</p> <p>KNOWLEDGE AND ABILITIES:</p> <p>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;</p>

follow directions; work efficiently and effectively in a group.

REQUIRED COMPETENCIES

ANNUAL HEALTH REVIEW

All employees are required to have an annual health review and TB test or whatever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

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 vigilance in the identification of safety or security hazards.

CPR

Maintain current certification as indicated by local facility.

THERAPEUTIC STRATEGIES AND INTERVENTIONS

Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI).

DIVERSITY, EQUITY, AND INCLUSION

Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws.

THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY

Demonstrate professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

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 COMPETENCIES

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.

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.

TRAINING CATEGORY - 3

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

PHYSICAL DEMANDS – See attached.

WORKING CONDITIONS:

Report to work on time and follow procedures for reporting absences. Maintain a professional appearance. Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public.

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.

	<p>I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).</p> <p>_____ Employee Signature</p> <p>_____ Date</p>
	<p>I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.</p> <p>_____ Supervisor's Signature</p> <p>_____ Date</p> <p>_____ Reviewing Supervisor's Signature</p> <p>_____ Date</p>

Physical Requirements of Position
Laboratory Assistant (7884)

Activity	Never/Rarely < 5 min.	Infrequently 5-30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public	X					
By phone with public		X				
With inmates, patients, or clients				X		
With co-workers				X		
Supervising staff	X					
Lifting/Carrying						
0 - 10 lbs.				X		
11 - 25 lbs.			X			
26 - 50 lbs.		X				
51 - 75 lbs.	X					
76 - 100 lbs.	X					
100 + lbs.	X					
Sitting					X	
Standing			X			
Walking			X			
Running	X					
Crawling	X					
Kneeling	X					
Climbing	X					
Squatting	X					
Bending (neck)			X			
Bending (waist)			X			
Twisting (neck)			X			
Twisting (waist)			X			
Reaching (above shoulder)			X			
Reaching (below shoulder)			X			
Pushing & Pulling			X			
Power Grasping		X				
Handling (holding, light grasping)				X		
Fine fingering (pinching, picking)			X			
Computer use (keyboard, mouse)			X			
Walking on uneven ground		X				
Driving	X					
Operating hazardous machinery	X					
Exposure to excessive noise	X					
Exposure to extreme temp.	X					
Exposure to dust, gas, fumes, or chemicals		X				
Working at heights	X					