

 Oroville Hospital	Job Description for Lead Laboratory Assistant	Department:	Laboratory
		Dept.#:	7501/ 7500
		Last Reviewed:	05/08; 08/12
		Last Updated:	

Reports To

Director of Laboratory

Job Summary

The Lead Laboratory Assistant will coordinate and perform tasks and activities in several areas of the clinical laboratory.

Duties

1. Maintains that orders for blood draws when received are routed in order of priority to the phlebotomy team
2. Monitors integrity of patient specimen collection processes and reports to Lab Manager
3. Keeps the Lab Manager informed of all phlebotomy activities and personnel problems
4. Maintains that all aspects of processing and handling of all specimens referred out (routine and esoteric) are carried out in an accurate, efficient, and timely manner
5. Processes sample tests in some technical areas
6. Updating of manuals outlining phlebotomy procedures and specimen requirements
7. Workload recording
8. Supply/equipment inventory ordering
9. Chemical hygiene and/or lab safety procedures
10. Oversees rotation of stored patient samples (blood)
11. Oversees unpacking of supplies
12. Maintains that orders for blood draws when received are routed in order or priority to the phlebotomy team
13. Monitors integrity of patient specimen collection processes and reports to Lab Manager
14. Keeps the Lab Manager informed of all phlebotomy activities and personnel problems
15. Maintains that all aspects of processing and handling of all specimens referred out (routine and esoteric) are carried out in an accurate, efficient, and timely manner
16. Researches specimen requirements for reference labs and arranges for critical specimen handling and complex transportation arrangements when needed
17. Oversees processing and handling of all patient specimens as they are received in the Laboratory

18. Prepares laboratory test requisitions for outpatients from physician orders using addressograph cards prepared by outpatient registration
19. Maintains that all new phlebotomists are adequately oriented and that training is documented for the tasks required
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21. Maintains that all phlebotomy manuals and those manuals outlining tests specimen requirements are kept updated
22. Performs workload recording which includes tallying of CAP units/test and test statistics on a daily basis for all areas of the clinical lab
23. Monitors supplies and inventory for areas of the lab as directed by the Lab Manager
24. Maintains that phlebotomy supplies are adequately stocked by the phlebotomy staff and that all patient areas are in proper condition with regard to equipment and cleanliness
25. Enforces and follows all laboratory safety rules and reports any possible hazards to the Lab Manager
26. Coordinates phlebotomists to rotate patient specimen that are to be stored and oversees proper disposal of old specimens
27. Coordinates phlebotomists in the timely, efficient and proper washing of lab glassware
28. Coordinates phlebotomists in the timely, efficient and proper unpacking and putting away
29. Keeps the Lab Manager informed of the malfunctioning of any lab equipment
30. Under the supervision and direction of a medical technologist performs test processing in certain areas of the clinical lab which may or may not include the following:
 - a. Running specimens through the automated hematology analyzer reviewed and signed out by an M.T...
 - b. Processes blood cutlers on the BACTEC Clinitek automated urine analyzer
 - c. Performs urine dipstick on the AMES Clinitek automated urine analyzer
 - d. Other various duties in microbiology which may include (in addition to routine cutler set-up), preparation of samples for Ova and Parasite studies, setting up MIC's, logging patient demographics into computer
 - e. Logging and distribution of patient test specimens from the processing areas in the lab to the respective test areas
 - f. Entering patient demographics into computers
31. Shares appropriate communication with other laboratory personnel involving difficult Venipuncture, timed specimens, tasks at hand, etc..
32. Assumes additional responsibilities as deemed necessary by Phlebotomy Supervisor or Laboratory Director
33. Processes all laboratory test requisitions and specimens quickly, efficiently, and appropriately.

Qualifications

1. Certification as a trained phlebotomist in the state of California
2. At least one year experience as a phlebotomist
3. High school or equivalent

Lifting Requirements

The Lead Laboratory Assistant must have fine motor coordination, clear speech, normal hearing, and good visual acuity with ability to distinguish major colors. Must be able to move readily from one location to another in the hospital and within the Lab. Minimum lifting is generally not more than 50 pounds, maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.