

 Oroville Hospital Job Description for Laboratory Assistant	Department:	Laboratory/ Pathology
	Dept.#:	7501/7520
	Last Reviewed:	05/08; 08/12
	Last Updated:	

Reports To

Laboratory Director

Job Summary

The Laboratory Assistant will coordinate and perform tasks and activities in several areas of the clinical laboratory. Each day a certain Laboratory Assistant will be assigned specific areas of responsibility within the scope of the job as outlined herein. Depending upon the area of responsibility within the scope of the job as outlined herein. Depending upon the area of responsibility the Laboratory Assistant will monitor the status of the workflow of the tasks involved and shall prioritize each task, coordinate performance of tasks by other phlebotomists and report frequently and directly to the Lab Manager about completion of tasks. In addition to routine phlebotomy duties the Laboratory Assistant shall be responsible for the following:

Duties

1. Oversees specimen collection activities
2. Oversees specimen referral activities
3. Oversees laboratory requisition preparation for outpatients
4. Oversees training for new Phlebotomists
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 washing of lab glassware
12. Oversees unpacking of supplies
13. Maintains that orders for blood draws when received are routed in order of priority to the phlebotomy team
14. Monitors integrity of patient specimen collection processes and reports to Lab Manger
15. Keeps the Lab manager informed of all phlebotomy activities and personnel problems

16. 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
17. Researches specimen requirements for reference labs and arranges for critical specimen handling and complex transportation arrangements when needed
18. Oversees processing and handling of all patient specimens as they are received in the Laboratory
19. Prepares laboratory test requisitions for outpatients from physician orders using addressograph cards prepared outpatient registration
20. Maintains that all new phlebotomist are adequately oriented and that training is documented for the tasks required
21. Maintains that all phlebotomy manuals and those manuals outlining test 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 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 rues 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 of supplies and inventory
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 cultures 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 culture 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 and test orders into the automated chemistry analyzer for processing
31. Shares appropriate communication with other laboratory personnel involving difficult Venipuncture, timed specimens, tasks at hand, etc.

32. Processes all laboratory test requisitions and specimens quickly, efficiently, and appropriately
33. Assists other laboratory personnel as workload permits without being requested to do so
34. Consistently determines proper priorities when organizing daily tasks and is able to adjust schedule in view of STAT's, out-patients, and time draws
35. Organizes own work for effective utilization of time
36. Refers to appropriate policy and procedure manuals as necessary and communicates with reference labs for proper specimen requirements
37. Readily assists other laboratory personnel when requested
38. Can perform all tasks assigned
39. Responds to changes in work schedule as necessary or as requested
40. Accepts responsibility for and becomes available to work a different work shift when workload and / or conditions warrant
41. Continuously works at establishing a good rapport and cooperative working relationship with all co-workers
42. Inspires confidence from patients and visitors by performing and communicating in a professional manner
43. Recognizes and is able to effectively function within the laboratory and Hospital organizational structure
44. Seeks assistance when necessary from the Lab Manager in solving technical or personnel problems
45. Shows ability to handle unexpected situations and is able to exercise independent thought and actions
46. Demonstrates competence in all aspects of the job; particular emphasis on blood samples, blood cultures, referral tests, specimen requirements
47. Can be counted on to carry out instructions and fulfill job responsibilities
48. Reports to work as scheduled
49. Is neat in appearance, always observing the dress code as established
50. Always wears lab coat (or approved apron / gown) and name tag
51. Speech and conversation are of a quality acceptable to hospital code (confidentially)
52. Demonstrates loyalty and teamwork both in the Laboratory and interdepartmentally

Qualifications

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

4. The 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

Lifting Requirements

Medium – generally not more than 50 lbs. maximum with frequent lifting and / or carrying of objects weighing up to 25 lbs.