JOB DESCRIPTION
Position: Laboratory Assistant

POSITION TITLE: Laboratory Assistant
DEPARTMENT: Laboratory

APPROVED BY: Laboratory Manager
IHA JOB CODE: Click here to enter text.

LATEST REVIEW OF JOB DESCRIPTION: 09/2016
LATEST REVISION OF JOB DESCRIPTION: 9/2016
FORMER REVISION: 2/16 new
EXEMPTION STATUS: Exempt Non-exempt X

Job Summary:
Responsible for the knowledge, awareness and practice of Davis County Hospital’s Safety, Quality (CQI), Behavioral Standards and Corporate Compliance Plan. Under general supervision, is responsible for processing specimens for testing and sending out, running automated equipment, plating cultures and performs testing procedures as defined by State and Federal regulations. In addition, the Lab Assistant performs the duties of a phlebotomist and is responsible for receiving orders, entering orders into the Laboratory computer system, collecting specimens, assuring filling out test request forms when required and providing appropriate customer information as needed. Also may contact outside offices and be responsible for pickups from said offices. Other duties assigned as needed. Consistently demonstrates a positive attitude. Fosters teamwork by offering assistance to others. Acknowledges and responds tactfully to all requests. Shows consideration in interactions with patients, family, and other healthcare team members by demonstrating listening skills and cooperation. Communicates and interacts with others in a professional responsible, cooperative and positive manner at all times.

JOB QUALIFICATIONS:

Education and Training:
High school graduate or equivalent. Previous training in a Laboratory preferred or Phlebotomy/Laboratory Assistant program completion required.

Licenses/ Certifications:
Click here to enter text.

Experience:
Click here to enter text.

Skills and Abilities:
Ability to use the equipment necessary for the job. Examples are computer, phones, needles, tourniquets etc.

REPORTING RELATIONSHIPS:
Reports to: Click here to enter text. Supervises: N/A

Essential Duties and Responsibilities
The following description of job responsibility and standards is intended to reflect the major responsibilities and duties of the job, but is not intended to describe minor duties and other
responsibilities as may be assigned. All are essential job functions according to ADA guidelines and are listed in order of importance.

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<tbody>
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<td>1.</td>
<td>Adheres to all CLIA, AABB, CLSI regulatory guidelines when performing test/tasks in the Laboratory.</td>
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<td>2.</td>
<td>Helps with the completion of 1 Quality Control Process/Reports for the department.</td>
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<td>3.</td>
<td>Restocks work areas, including ER and Floor including light cleaning when needed. Performs daily tasks without supervision (i.e. sample collection, processing, and phlebotomy).</td>
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<td>4.</td>
<td>Completes competency assignments yearly as required by regulatory standards.</td>
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<td>5.</td>
<td>Assists Laboratory Technologist with the completion of Proficiency testing.</td>
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<td>6.</td>
<td>Maintains Laboratory’s Standard Work for filing and record keeping of charts, graphs, patient results.</td>
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<td>7.</td>
<td>Assists in training of new personnel and assists in developing students skills through clinical rotations.</td>
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**Physical Demands/Work Environment**

**WORKING CONDITIONS**
The employee is subject to hazards: Chemical Hygiene Plan and Blood borne Pathogen guidelines are in place for employee safety. The employee is subject to atmospheric conditions. Some may affect the respiratory system and the skin: (i.e. Fumes, odors, gases) Chemical fume hoods and all PPE are available for the employee for safety.

**PHYSICAL ACTIVITY REQUIREMENTS**
Constant = 67-100% of work day
Frequent=34-66% of work day
Occasional=33% or less of work day

**CONSTANT**
Standing: Particularly for sustained periods of time.

Talking: Communicating with patients about tests performed, being able to answer phones and take detailed messages when required.

Hearing: Oral communication as in talking, instrument signals, and patients.

**FREQUENT**
Walking: Moving about on foot to accomplish tasks, carrying a Blood Draw Tray or specimens, going from floor to floor, department to department or room to room.

Stooping: Bending at waist to draw patient samples in drawing chair or hospital bed.

Grasping: Applying pressure to an object with the fingers and palm. Hand and finger dexterity required for pipetting and specimen sampling.
Feeling:    Finding veins/arteries for blood drawing.

Repetitive Motion:   Substantial movements (motions) of the wrist, hands
                   and/or fingers.

On Call:    Not Required.

PHYSICAL REQUIREMENTS:
LIGHT WORK: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force
            frequently, and/or a negligible amount of force constantly to move objects.

VISUAL ACUITY REQUIREMENTS:
Work day involves being able to view computer screens, instrument printouts, color charts.
Individual must be able to view some patient samples both macroscopically and microscopically
for physicians.
Individual must be able to monitor patients after venipuncture procedure looking for excessive
bleeding from puncture sites, bruising, signs of fainting or seizures.

INTELLECTUAL AND EMOTIONAL REQUIREMENTS:
    1. Adaptability to making generalizations, evaluations or decisions based on
       measurable or verifiable criteria.
    2. Adaptability to dealing with people beyond giving and receiving instructions.
    3. Must be self organized, able to work independently, and accept responsibility
       for completion of daily assignments.
    4. Adaptability to performing repetitive work, or to performing continuously the
       same work, according to set procedures, sequence, or pace.
    5. Adaptability to performing under stress when confronted with an emergency,
       critical, unusual or dangerous situations; or situations in which working speed
       and sustained attention are make-or-break aspects of the job.
    6. Adaptability to performing a variety of duties, often changing from one task
       to another of a different nature without loss of efficiency or composure.
    7. Must be able to work staying within an exact set of limits, tolerance, or
       standards.
    8. Stable mental and physical mental health.
    9. Learning new techniques, equipment functions, policies and procedures,
       quickly and effectively as they are revised, devised, and added to the
       department.
10. Must demonstrate effective communication skills with staff, patients, and families. Must be able to communicate information, as well as certain patient problems and concerns.

TOOLS/EQUIPMENT:
May use screwdrivers and wrenches for disassembling of equipment for minor maintenance and cleaning of equipment.