**Phlebotomist/Lab Assistant**

**Reports to:** Laboratory Manager **Department:** Laboratory

**Classification:** Union

**Date**: June 6, 2016

**Job Summary:**

Collects and processes specimens for testing as described in this job description. Performs quality control and routine maintenance of equipment, maintains the accuracy of all instruments in the clinical laboratory.

**Essential Functions:**

Have excellent written and oral command of the English language. Maintain open communication on the operation of the laboratory with the Laboratory Manager. Maintain strict patient confidentiality. Consult with Laboratory Manager when performance of Hospital or Clinic personnel jeopardizes the quality of patient care. Ensure smooth rapid flow of test requests, testing of specimens, and reporting results to medical staff. Clarifies orders and answers questions about orders, specimens and requests. Observe Universal Precautions. Possess phlebotomy skills, especially in the collection from infants, children and the elderly. Have skills necessary to collect arterial blood gases.

**Additional Responsibilities:**

Provide an open line of communication between medical staff, nursing service and ancillary departments to ensure quality care for patients. Investigate and develop, and present to Laboratory Manager cost saving proposals. Report to work at assigned time and provide such documentation on time sheets. Wear clothing that meets with District Policy and Laboratory Safety Manual. Follow all Safety, Hazardous Chemical and Bloodborne Pathogen Policies. Clean equipment, bench tops and other areas that are designated as laboratory staff responsibility with proper disinfectant. Order supplies and stock areas as needed. Knowledge of specimen requirements for laboratory tests requested by health care providers. Proper identification of patient prior to collection of specimen. Proper labeling of specimens collected. Proper documentation of laboratory requests, check in log, and report forms. Recording of laboratory temperatures. Inspection of Blood Bank stock in refrigerator and freezer, reporting of inventory to American Red Cross, exchange of stock as necessary and ordering of additional components when required. Proper specimen processing, including operation of centrifuge, of all patient specimens submitted for testing. Including blood, plasma, urine, feces, semen, sputum, CSF and other body fluids or tissues. Experience in collection of throat swabs and collection from various body wounds for culture. Proper completion of reference laboratory request forms, including billing information. Have skills/experience to start up equipment, provide routine maintenance, run quality controls, with a Supervisor to sign off on results. Skill/experience as to trouble shooting equipment when quality controls fall out of acceptable range. Calibration of instruments when necessary. Understand the basic theory behind operation of laboratory testing equipment. Average mechanical skills to repair equipment with outside assistance via the telephone. Have basic laboratory staining skills. Perform routine “dipstick” urinalysis. Proper disposal of all laboratory hazardous waste. Skills/experience of processing all specimens submitted for culture in Microbiology. Skills to collect blood cultures. Skills/experience to perform coagulation studies of Protime’s and APTT’s. Skills to perform “kit testing”. Documentation of all quality control, calibration, routine maintenance, troubleshooting and repairs of all laboratory equipment. Collection and processing of Employment/Insurance drug screen. Ensure proper billing for all tests performed. To perform additional duties as assigned. Have the ability to learn such skills as outlined in this job description.

**Environment:**

The Laboratory Assistant works primarily in the laboratory in a temperature range of 18 to 25 degrees C, though due to the engineering of the facility this range may vary as much as 5 to 10 degrees C. There is constant exposure to Hazardous waste and Bloodborne pathogens. Frequent exposure to sharps as well as Hazardous Chemicals. There is frequent exposure to mechanical noise from laboratory equipment. Occasionally may have exposure to a combative or confused patient when performing phlebotomy.

**Physical Requirements:**

Maintain standing for periods over one hour but not more than three without sitting. Ability to lift 40 pounds without the aid of a lifting device. Ability to move through pushing and pulling up to 100 pounds. Ability to stoop, bend and twist to move equipment and supplies. Ability to be in kneeling position for up to 15 minutes. Able to use hands and fingers to collect blood samples, manipulate small parts on equipment, etc. Able to read small print and thermometers. Have normal eye to hand coordination. Ability to determine the color of tubes, small wires, etc. Able to receive verbal orders, instructions, etc. Able to palpate a patients vein or artery for collection of blood samples. Able to smell smoke or scent of an electrical malfunction.

**Mental Requirements:**

Able to concentrate on fine details with constant interruptions. Able to concentrate for periods up to 12 hours without a break. Able to understand and relate to concepts behind specific ideas. Able to understand and relate to theories to a specific concept. Able to remember multiple verbal and written assignments/tasks extending over long period of time. Constant exposure to blood, body fluids, hazardous chemicals, Bloodborne Pathogens and hazardous waste.

**Education and Experience:**

High school diploma or GED. Meet CLIA 88 requirements for Testing Personnel. Demonstrated phlebotomy training.

*I have read the above position description. I will perform the position to the best of my ability. A copy of this position will be placed in my personnel file.*

 *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Signature of Employee Date