

<b>REPORTS TO:</b>	Manager Laboratory and Radiology Services
<b>REVISED:</b>	09/2021, 08/2025
	See current organizational chart for oversight/administrative support information

**PRIMARY FUNCTION:**

Responsible for **Advancing Exceptional Care** by prioritizing Safety and Quality in every aspect of patient care. This role is committed to fulfilling essential duties that enhance patient outcomes, operational efficiency, and overall healthcare standards, ensuring all actions align with the philosophy, goals, and objectives of **Clarinda Regional Health Center (CRHC)**. By maintaining the highest level of care, this position supports CRHC's dedication to fostering a safe, compassionate, and high-quality healthcare environment for our patients and community.

**QUALIFICATIONS:**

**Education and/or Experience**

- Associates degree in Medical Laboratory Technology or equivalent
- Prior phlebotomy experience preferred
- Possess skills in all areas of the Laboratory preferred
- Previous experience in a laboratory setting preferred
- Working knowledge of HIS/LIS systems preferred
- Must participate in call rotation

**Certificates, Licensure, Registrations**

- Possess an active ASCP or AAB certification or be eligible
- For job-specific certifications refer to the [Education Certification Requirements by Job Category](#): Clinical Staff

**WORK SCHEDULE & SHIFT REQUIREMENTS:**

The facility operates 24/7; however, work schedules may vary based on departmental needs to ensure the highest standard of patient care and operational efficiency. Flexibility will be expected.

- On-call availability as needed
- Weekend and Holiday rotation as needed.
- Eligible for shift differentials where applicable
- Position is classified as non-exempt and eligible for overtime in accordance with labor laws.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:**

This position involves a combination of physical activities necessary to perform essential job functions effectively. The employee should be able to:

- **Sit, stand, and walk** for varying lengths of time throughout the workday.
- **Lift, push, pull, or carry** light to moderate loads, with assistance available for heavier items.
- **Use fine motor skills**, including grasping, reaching, and handling equipment or materials as needed.
- **Perform routine movements**, such as typing, writing, or handling supplies.
- **Bend, stoop, kneel, or crouch** occasionally for job-related tasks.
- **See and hear** well enough to read documents, operate equipment, and communicate effectively.
- **Work in a dynamic environment**, adapting to occasional changes in pace or setting.

Reasonable accommodations will be considered to support individuals in performing essential job functions.

### **ESSENTIAL JOB DUTIES & RESPONSIBILITIES**

At CRHC, our core values—**Compassion, Advancing, Relationships**, and **Exceptional**—are at the heart of everything we do. These values drive our commitment to **Advancing Exceptional Care**, ensuring that we provide the highest quality care to our patients while supporting and empowering our team members. We believe in creating a compassionate environment where relationships are nurtured, collaboration is encouraged, and excellence is expected.

As a member of our team, you will embody these values in your daily work by:

- **Compassion:** Demonstrating empathy and kindness in every interaction, recognizing the unique needs of our patients and colleagues.
- **Advancing:** Embracing innovation, continuous learning, and striving for improvement in all aspects of patient care and team collaboration.
- **Relationships:** Building trust through open communication and teamwork, fostering a supportive atmosphere that prioritizes respect and understanding.
- **Exceptional:** Holding yourself to the highest standards, delivering superior care, and contributing to a culture of excellence that impacts both patients and colleagues.

#### **Coordinates and performs proper specimen collection.**

- Performs venipuncture using proper technique.
- Performs finger sticks using proper technique.
- Issues proper instruction for specimen collection by patient.
- Checks patient identifier before obtaining samples and properly labels samples.

#### **Performs all test procedures and quality control in all areas of the clinical laboratory.**

- Performs patient testing, QC, and proficiency testing accurately in Chemistry, Hematology, Coagulation, Urinalysis, Blood Banking and microbiology.
- Refers all other testing to the appropriate reference testing facility.
- Performs Dot and non-Dot drug collections and breath alcohol tests.

- Notifies patient care unit or physician all critical lab values.

**Performs instrument maintenance and maintains the physical laboratory space in a clean orderly fashion.**

- Performs appropriate instrument maintenance according to manufacturer or laboratory requirements.
- Maintains working knowledge of standard operating procedures including: specialized analytical instrumentation, clinical correlations of test results, quality control requirements and preventative maintenance procedures.
- Sets up and operates department instruments and equipment in a prescribed manner.
- Cleans the laboratory as needed and keeps it clean and orderly.
- Troubleshoots instrumentation problems.

**Performs general phlebotomy procedures.**

- Performs venous, capillary, and heel stick procedures and prepares these specimens for processing. Uses proper technique in association with the age and patient's condition.
- Uses Universal Precautions, issues proper instructions and/or containers for specimen collected by patient.
- Seeks assistance from a Medical Technologist when 2 phlebotomy attempts are exhausted or by own judgment a tough draw.
- Responds to ER draw as priority when called upon.
- Performs morning draws on patients in Acute Care and in the Nursing Home or as requested.
- Assists in Therapeutic Phlebotomy by monitoring BP, HR, RR making sure the patient is taken care of before and after the procedure.

**Maintains laboratory records accurately and neatly.**

- Adheres to lab QC policies and procedures.
- Maintains legible script to avoid reporting error.
- Maintains laboratory records for the required time period.
- Maintains computer records utilizing the HIS/LIS.

**Performs DOT and non-DOT drug screen and breath alcohol testing in accordance with DOT Rule 49 CFR Part 40**

**Performs all test procedures and quality control in all areas of the clinical laboratory in addition to monitoring the procedures of the Laboratory Aid.**

- Performs patient testing, QC, and proficiency testing accurately in Chemistry, Hematology, Coagulation, Urinalysis, Blood Banking and Microbiology.
- Refers all other testing to the appropriate reference testing facility.
- Performs Dot and non-Dot drug collections and breath alcohol tests.

**Notifies patient care unit or physician all critical lab values.**

**Performs and maintains documentation.**

- Records results of all tests, quality control and proficiency survey properly.
- Maintains records that demonstrate that proficiency testing samples are tested in the same manner as patient specimens.

**Fills out lab log sheets properly.**

**Communicates effectively.**

- Communicates and collaborates effectively with other health team members.

**Identifies and recognizes abnormal symptoms/changes in patient condition. Appropriately reports condition changes to medical provider.**

**Promotes and ensures patient safety in performance of all responsibilities.**

- Administers procedures in a timely and safe manner according to physician orders and nursing policy.
- Demonstrates proficient technical/clinical skills and operational knowledge of equipment on unit.

**Informs and involves Lab Manager regarding patient care issues in a timely and appropriate manner.**

**Quality Program Participation**

- Actively participates in CRHC's Quality Program, committees, performance improvement initiatives, and operational support activities.
- Demonstrates a commitment to Quality Improvement (QI) practices.
- Regularly attends Department huddles.
- Completes tasks as outlined on the Department Huddle Board.

**Other Responsibilities**

- Performs additional duties as assigned to support the strategic initiatives of CRHC.

**ESSENTIAL FUNCTION FORM**

In compliance with the Americans with Disabilities Act, we are requesting that you read the job description and answer the following question. If you would like assistance with this process, please ask Human Resources.

**Can you perform the essential functions of the position with or without reasonable accommodations?**

**YES**

**NO**

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_