

REPORTS TO:	Manager of Laboratory Services
REVISED:	09/2021
	See current organizational chart for oversight/administrative support information

PRIMARY FUNCTION:

Collects specimens and performs testing ensuring that testing is conducted in an accurate, efficient, and timely manner that facilitates positive patient care in accordance with the philosophy, goals and objectives of Clarinda Regional Health Center.

QUALIFICATIONS:

Education and/or Experience

- Bachelor's degree in Medical 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

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

	Essential Job Duties and Responsibilities
1.	<p>Coordinates and performs proper specimen collection.</p> <ul style="list-style-type: none"> • 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.
2.	<p>Performs test procedures and quality control in all areas of the clinical laboratory.</p> <ul style="list-style-type: none"> • 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.

	Essential Job Duties and Responsibilities
	<ul style="list-style-type: none"> • Performs Dot and non-Dot drug collections and breath alcohol tests. • Notifies patient care unit or physician all critical lab values.
3.	<p>Performs instrument maintenance and maintains the physical laboratory space in a clean orderly fashion.</p> <ul style="list-style-type: none"> • 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.
4.	<p>Performs general phlebotomy procedures.</p> <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> • Assists in Therapeutic Phlebotomy by monitoring BP, HR, RR making sure the patient is taken care of before and after the procedure.
5.	<p>Maintains laboratory records accurately and neatly.</p> <ul style="list-style-type: none"> • 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.
6.	<p>Performs DOT and non-DOT drug screen and breath alcohol testing in accordance with DOT Rule 49 CFR Part 40</p>

	Essential Job Duties and Responsibilities
7.	<p>Performs all test procedures and quality control in all areas of the clinical laboratory in addition to monitoring the procedures of the Laboratory Aid.</p> <ul style="list-style-type: none"> • 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. <p>Notifies patient care unit or physician all critical lab values.</p>
8.	<p>Performs and maintains documentation.</p> <ul style="list-style-type: none"> • 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.
9.	<p>Communicates effectively.</p> <ul style="list-style-type: none"> • Communicates and collaborates effectively with other health team members. <p>Identifies and recognizes abnormal symptoms/changes in patient condition. Appropriately reports condition changes to medical provider.</p>
10.	<p>Promotes and ensures patient safety in performance of all responsibilities.</p> <ul style="list-style-type: none"> • 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. <p>Informs and involves Lab Manager regarding patient care issues in a timely and appropriate manner.</p>
11.	<p>Participates in CRHC'S Quality program, committees, performance and quality improvement initiatives, and activities which support the facility and department operations.</p> <ul style="list-style-type: none"> • Demonstrates a commitment to the practices of Quality Improvement (QI). • Regularly attends Department huddles <p>Completes tasks as outlined on Department Huddle Board</p>
12.	<p>Performs other duties as assigned.</p>

ESSENTIAL Work Environment & Physical Requirements:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Activity	Not Applicable	Occasionally (0-35% of day)	Frequent (36-66% of day)	Continuous (67-100% of day)
Sitting		X		
Standing			X	
Walking			X	
Climbing	X			
Driving		X		
Lifting (floor to waist level)				
Lifting (waist level and above)				
Lifting (shoulder level and above)				
Carrying objects			X	
Push/pull	X			
Twisting		X		
Bending		X		
Reaching forward			X	
Reaching overhead		X		
Squat/kneel/crawl	X			
Wrist position deviation			X	
Pinching/fine motor activities			X	
Keyboard use/repetitive motion				X

Sensory Requirements	Not Applicable	Accurate 20/40	Very Accurate 20/20
Near Vision		X	
Far Vision		X	
Color Discrimination		X	
Depth Perception		X	
Hearing		X	

Environment Requirements <i>Occupational Exposure Risk Potential</i>	Not Anticipated	Reasonably Anticipated
Bloodborne Pathogens		X
Chemical		X

Airborne Communicable Disease				X
Extreme Temperatures		X		
Radiation				X
Uneven Surfaces or Elevations		X		
Extreme Noise Levels				X
Dust/Particulate Matter				X
Other (List)				

Shift Requirements	8 hrs/day	10 hrs/day	12 hrs/day	Other (varied)
Usual workday hours			X	
Regular, punctual attendance for assigned shifts			X	
Available to work overtime			X	

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: _____