

REPORTS TO:	Laboratory Manager
REVISED:	09/2021, 10/2022, 1/2025
	See current organizational chart for oversight/administrative support information

PRIMARY FUNCTION:

Responsible for ADVANCING EXCEPTIONAL CARE by assisting the laboratory. Collects specimens and performs appropriate test(s) in an accurate, efficient, and timely manner. Collects and receive specimens in the LIS, sends and receives specimens from/to outside labs and clinics, answer(s) the phone and provide support to clinical laboratory staff. Communicate with providers and staff using phone, fax, and LIS to clarify laboratory order(s) when necessary, verify results have been received by outside providers. Stock the lab areas with necessary supplies, receive supplies and performs inventory when needed. Ensures that laboratory staff can perform testing 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

- High school diploma or equivalent preferred
- Working knowledge of HIS/LIS systems preferred
- Experience in a laboratory setting preferred
- Skills in all areas of phlebotomy preferred

Certificates, Licensure, Registrations

- Phlebotomy certification and experience preferred
- For job-specific certifications refer to the [Education Certification Requirements by Job Category](#): Clinical Staff

Essential Job Duties and Responsibilities	
1.	Performs CLIA waived testing <ul style="list-style-type: none"> • Refers all other testing to the appropriate reference testing facility.
2.	Collects and receives samples in the LIS. <ul style="list-style-type: none"> • Checks patient identifier before obtaining samples and properly labels samples. • Checks for sample suitability upon receipt. • Electronically logs the specimens in and distributes them to the appropriate area of the lab. • Refers all other testing to the appropriate reference testing facility.

Essential Job Duties and Responsibilities	
	<ul style="list-style-type: none"> • Distributes samples to the appropriate laboratory area once collected and received. • Communicates to technologist about samples that require special handling (e.g. STAT or short samples).
3.	<p>Follows appropriate protocol in processing specimens.</p> <ul style="list-style-type: none"> • Verifies what container/tube corresponds to what test and any special procedures that go with it. • Labels each tube drawn; denoting the name, date and time of draw. • Screens received specimen for appropriate volume and matches specimen with the requested test. <p>Prepares “send outs” to PLAB and any other reference labs in a timely and organized manner.</p>
4.	<p>Sends and receives laboratory samples to and from outside clinics</p> <ul style="list-style-type: none"> • Generates manifests and ensures all samples on the manifest are given to the appropriate courier. • Ensures all samples received from outside clinics/labs match the manifest provided. • Tracks patient sample results from outside providers and calls to follow up on sample receipt when samples are approaching set turnaround times.
5.	<p>Maintains the physical laboratory space in a clean orderly fashion.</p> <ul style="list-style-type: none"> • Sets up and operates department instruments and equipment in a prescribed manner. • Cleans the laboratory as needed and keeps it clean and orderly.
6.	<p>Assists in the maintenance of a steady flow of supplies for the lab by monitoring the availability of supplies and to ensure that key supplies are not exhausted.</p>
7.	<p>Performs DOT and non-DOT drug screen and breath alcohol testing in accordance with DOT Rule 49 CFR Part 40</p>
8.	<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)		20 lbs.		
Lifting (waist level and above)		20 lbs.		
Lifting (shoulder level and above)		20 lbs.		
Carrying objects			X	
Push/pull				
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			
Hearing			

Environment Requirements	Not Anticipated	Reasonably Anticipated
<i>Occupational Exposure Risk Potential</i>		
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: _____