

MARQUETTE GENERAL HEALTH SYSTEM

JOB DESCRIPTION

POSITION: Laboratory Assistant DEPARTMENT: Laboratory (7020)4300
 SUPERVISED BY: Spvsr, Laboratory SUPERVISES: None
 (Section)
 EFFECTIVE DATE: July 1, 1997 JCC: 0220(C)
 REVIEW DATE: 12/95, 1/97, 4/98, 4/99, REVISED DATE: 12/93, 12/95, 4/98,
2/00, 12/01, 2/03, 7/03, 3/11 2/00, 12/01, 7/03, 3/11
 PREPARED BY: John Rhoades TITLE: Program Dir, Laboratory
 RECOMMENDED BY: David Graser TITLE: Senior Vice President/COO
 APPROVED BY: David S. Smith TITLE: Senior Director/Human Res.

POSITION SUMMARY:

Performs phlebotomy, specimen processing and other duties as assigned.

POSITION ACCOUNTABILITIES/COMPETENCIES**:

- | Meets | Does
Not
Meet* | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Maintains established hospital and departmental policies and procedures, objectives, performance improvement program, safety, environment of care, management of information, and infection control standards. (1,5) |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Utilizes excellent customer service skills at all times. (1,5) |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Complies with federal and state law and accrediting and licensing agencies at all times, to include but not limited to, JCAHO and federal compliance regulations. (1,5) |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Performs procedures/protocols in assigned sections(s) for patients of all age groups. <input type="checkbox"/> Specimen Processing, <input type="checkbox"/> Laboratory Clerk. (1,2,3,5,8) |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Performs patient phlebotomy on patients of all age groups, first prioritizing and organizing requests for blood collection. (1,2,3,5,8) |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Performs specimen accessioning and processing on all samples received in the laboratory for testing. (1,2,3,5,8) |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Possesses acceptable knowledge, skills and abilities to serve the needs of the patient population. (2,3,5) |

- 8. Performs phlebotomy at offsite client facilities as needed. (2,8)
- 9. Performs EKG's on patients of all age groups when required. (2)
- 10. Performs routine tasks in a specific section which do not involve subjective interpretation relating to patient test results. (2)
- 11. Receives phone calls to section, interacting directly with physicians, allied health professionals/providers, supervisors, and ancillary/service departments. Takes complete messages and routes calls as required. (2,5)
- 12. Assists with phlebotomy orientation and training of personnel and students. (2)
- 13. Processes supply orders and distributes supplies when received. (5)
- 14. Maintains cleanliness of physical facility. (5)
- 15. Enhances professional growth and development through participation in educational programs, current literature, inservice meetings, and professional conferences. (5)
- 16. Participates and attends meetings and inservices as required and/or assigned. (5)
- 17. Performs other related duties as assigned or requested. (5)

*Comment or data needed to support this.

**Those activities that employees are required to and able to perform independently following procedure and/or criteria

POSITION QUALIFICATIONS:

Minimum Education:

- High school graduate or equivalent

Minimum Experience:

- None required

Preferred Experience:

- 6-12 months phlebotomy experience

Preferred Registration:

- Current ASCP or equivalent registry as a phlebotomist or registry Eligible

Required Licensure:

- Valid Michigan Drivers license (as applicable for worksite)

Physical Demands:

- Moderate physical effort (lift/carry up to 25 lbs)
- Prolonged, extensive, or considerable standing/walking
- Occasional lifts, positions, pushes and/or transfers of patients
- Considerable reaching, stooping, bending, kneeling, and crouching

Working Conditions:

- Regularly exposed to the risk of bloodborne disease
- May be exposed to toxic chemicals
- Occasional pressure from multiple calls and inquires
- Some travel required

Vision Requirements:

- Ability to judge distance and space relationships

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- (1) The performance of this function is the reason that the job exists and is a critical activity.
 - (2) There are limited employees among whom the performance of this function can be distributed.
 - (3) This function occupies a great deal of the employee's time.
 - (4) This function is highly specialized. Employees are hired for the skill/ability to perform this.
 - (5) Failure to perform this function may have serious consequences.
 - (8) Exposure to bloodborne pathogens that requires use of personal protective equipment.

The above statements are intended to describe the nature and level of work being performed. They are not construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. (7020) 4300_0220c