



TRINITY HOSPITAL
Wolf Point, MT 59201
(406) 653-6500

POPLAR COMMUNITY HOSPITAL
Poplar, MT 59255
(406) 768-6100

Laboratory Assistant

Name:

Job Title: Laboratory Assistant

Accountable to: Director of Laboratory

Department: Laboratory

Reviewed Date:

Purpose of your Job Position

The purpose of your job position is to contribute to the orderly and efficient operation of the Laboratory by procuring blood specimens for analysis from all age groups of patients and by assisting all laboratory staff in the daily operation of the lab by assisting technologists, patients, and co-workers.

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties that you will be asked to perform that are appropriate. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical job assignment to the position.

Working Conditions

- Is subject to sitting, bending, lifting and stretching throughout the shift.
- Is subject to frequent interruptions.
- Is subject to infectious diseases and hazardous waste.
- Is subject to hostile, emotionally upset patients, residents, and visitors.
- Communicates with laboratory personnel and other departments.
- Is willing to work beyond normal working hours.

Essential Educational Requirements

- High School diploma.
- Previous hospital or laboratory experience helpful but not required.
- Must be enrolled in a accredited Medical Laboratory or Clinical Laboratory program.

Essential Job Qualifications

- Must be able to work flexible hours.
- Must be able to speak the English language in an understandable manner.
- Must be able to cope with the mental and emotional stress of the position.
- Must be able to see and hear or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.



Laboratory Assistant

- Must function independently, have flexibility, personal integrity, and the ability to work effectively with patients, family members, physicians and co-workers.
- Must be in good general health and demonstrate emotional stability.
- Must be able to relate to and work with the ill) disabled, elderly, emotionally upset, and at time hostile people within the facility.
- Must be able to lift a minimum of 50 pounds.
- Must display ability to maintain absolute confidentiality at all times.
- Must be able to move intermittently throughout the day.
- Must be able to do phlebotomy drawing or willing to learn.

Major Duties and Responsibilities

- Responsible for processing and sending out laboratory specimens to appropriate vendor.
 - Completes necessary paperwork accurately.
 - Tracks tests.
 - Distributes reports accordingly.
- Responsible patient prep compliancy.
 - Distribute proper patient preps needed for appropriate tests and procedures.
 - Knowledgeable about special requirements for patient testing procedures.
- Responsible for down loading reports accurately.
 - Downloads reports as needed by radiology and Laboratory services.
 - Copies and distributes the report.
- Responsible for answering telephone calls professionally.
 - Answers phones, takes messages and distributes accordingly
 - Greets patients who are waiting in front lobby and escorts them to outpatient waiting room to process paperwork.



Laboratory Assistant

- Responsible for drawing blood samples from all age groups from infants to the elderly.
- Responsible for receiving specimens into the lab, preparing specimens for analysis, and distribution of specimens to the appropriate areas.
 - Follows the lab's procedures for specimen handling and processing.
 - Logs in specimens upon receipt into the lab.
 - Rejects specimens failing to meet specimen acceptance criteria.
 - Prepares test requisitions.
 - Centrifuges, separates, and prepares specimens for testing. Distributes specimens to the proper lab sections for in-house analysis or stored for sending to a reference lab.
 - Fills out the necessary paperwork for send-out specimens. Must have knowledge of computer system used to correspond with outside facilities. Maintains an up-to-date log of send-out specimens.
- Responsible to contribute to the orderly and efficient operation of the lab by fulfilling clerical duties.
 - Separates completed test requisitions and distributes copies to the appropriate places.
 - Records receipt of reference lab test results.
 - Files lab copies of all test results.
 - Makes Xerox copies as required.
- Responsible to assist patients and co-workers when the need arises.
 - Answers telephone calls and refers as necessary.
 - Greets and assists out-patients, visitors, and co-workers.
 - Performs Employment ETOH, Drug tests and paternity tests.
 - Performs other duties to assist in lab operations as assigned by the Lab Director.
- Responsible for assisting the laboratory staff with inventory control.
- Responsible for performing delegated tasks as assigned by Laboratory Manager or other lab staff.
- Responsible for performing urine drug screening, paternity testing, and drawing lab specimens for outside sources.



Laboratory Assistant

Major Duties and Responsibilities

- Must perform basic bench work in all areas of the laboratory on clinical specimens that meet criteria of waived testing.
- Must be able to perform and understand basic quality control for all waived testing
- Must be able to perform proper Preventive Maintenance on all analyzers certified as waived within the Laboratory.
- Must be able to take basic troubleshooting steps to ensure that waived analyzers have limited downtime within the Laboratory.
- Must be able to correctly register patients, order, run and result tests in the hospital/laboratory information system.
- Maintains CLIA regulations.
- Must be able to relate to and work with the disabled, elderly, emotionally upset patients/residents, family and visitors.
- Must adhere to the policies and procedures of the laboratory.
- Must attend and participate in education offerings.
- Participate in proficiency testing as directed by the Lab Director.
- To abide by all NEMHS Policies
 - All OSHA Policies
 - All Personnel Policies
 - All Employee Health Policies
 - All Departmental Policies
 - AH State and Federal Guidelines
 - Abides by all Corporate Compliance
 - All HIPAA
 - All Hazcom/Blood Borne Pathogens



Laboratory Assistant

I have read the job description and hereby agree to perform the above duties and responsibilities to the best of my ability.

X

Employee Signature

Date: _____

X

Laboratory Director's Signature

Date: _____