1. **POSITION**

Provides information for patient diagnosis and treatment by performing laboratory tests done in hematology, chemistry, immunohematology, microbiology, immunology, and coagulation.

1. **STANDARD REQUIREMENTS** 
   * Graduate of an accredited Medical Laboratory Technician program or Certified Medical Assistant program required.

* Supports the Mission, Vision and Values that make us SHINE at Appleton Area Health
* Is knowledgeable of resident rights and ensures an atmosphere which allows for the privacy, dignity and well-being of all residents in a safe, secure environment.
* Supports, cooperates with, and implements specific procedures and programs for confidentiality of all data, including patient, resident protected health information.
* Must possess verbal and written communication skills to understand and interpret instructions.
* Must demonstrate effective communication skills with patients, families, medical providers, hospital staff, care center staff, and other service providers.
* Must possess organizational ability to plan and coordinate activities of the laboratory and maintain accurate records.
* Computer proficiency required.

1. **ESSENTIAL FUNCTIONS**

CLA- Perform all responsibilities listed below, minus any high complexity testing (Microscopic procedures and Blood Banking) and other assays as assigned by laboratory manager.

Responsibility: Collecting samples for laboratory testing.

* Tasks:
* Venipuncture
* Heel stick, finger stick (capillary samples)
* Instructing patients, nursing personnel, etc., in proper collection of various specimens, such as urine and feces.
* Proper labeling, handling, logging and disposition of specimens.
* Clean up work area, dispose of materials safely, according to procedure.
* Observe safety procedures
* Document all lab tests sent to other facilities also document when results are returned.
* Report unusually abnormal test results, malfunctioning equipment or supply problems to Laboratory Supervisor.

Authorities:

* Requesting cooperation of patients, nursing personnel, etc. in collecting samples.
* To organize routine and timing in the most efficient manner.

Responsibility: Performance of routine laboratory tests in the areas of hematology, chemistry, blood bank, serology, urinalysis, and in microbiology to a limited extent.

* Tasks:
* Routine hematology including brief descriptive report of morphology on routine differentials with referral of abnormal findings to the supervisor or pathologist, or doctor.
* Routine coagulation tests, urinalysis and feces.
* Routine chemistry
* Bacteriology
* Blood banking including blood typing, antibody screen crossmatch, record keeping, Rh and typing before ordering blood in emergency situations. Laboratory calling for blood.
* Venipunctures
* Operation of various laboratory instruments and equipment as training and experience allows.
* Assists in orientating new laboratory personnel.
* Clean up work area at conclusion of work on work shift.
* Assists in maintaining adequate supply levels in areas worked.
* Recording and reporting of laboratory test results.
* Monitor temperature of water baths, freezers, refrigerators and incubators.
* Daily maintenance of equipment as directed by supervisor
* Following safety procedures.

Authorities:

* Request assistance of other lab personnel when necessary.
* Request of nursing staff to transport patients from lab or x-ray.
* Request repeat samples and proper request forms, etc. when necessary.
* Request patient information from nursing personnel or medical records in order to complete STAT lab forms for referred tests or to calculate test results where height, weight, sex or age needed.
* Instruct nursing personnel, patients or patient’s relatives in how to collect samples.
* Bring problems to attention of supervisor.
* Prioritize workload.
* Performs other duties as assigned.

Responsibility: Perform, monitor, and record quality control procedures according to laboratory procedures.

* Tasks:
* Prepare quality control materials for use, i.e. chemistry, coagulation, and hematology controls.
* Include quality control samples with patient samples being tested.
* Record results of quality control, report out of control values to supervisor. Document corrective actions.
* Carry out quality control of reagent systems such as in blood bank.

Responsibility: Perform routine preventive maintenance and equipment monitoring procedures as assigned.

* Tasks:
* Check, clean and adjust equipment according to established preventive maintenance procedures.
* Read and record daily temperature readings of equipment.
* Record maintenance work done in the preventive maintenance logs.
* Report faulty equipment to the supervisor.

Responsibility: Assist in orientation and training of new personnel.

* Tasks:
* Demonstrate procedures and help supervisor observe how the individual is able to perform the procedures.
* Assist new personnel in locating work materials, patient rooms, etc.
* Refer new personnel to supervisor for answers to questions beyond knowledge of the individual doing orientation.

Authorities:

* To notify supervisor of any problems new individuals may have in getting orientated.

Responsibility: Preparation of reagents and staining solutions as needed and any other responsibilities that may be required to fulfill laboratory functions.

* Tasks:
* Following directions in laboratory procedure book, measure liquid volumes with appropriate glassware and combine as directed to obtain desired solution.
* Store solutions in appropriate containers under proper conditions after labeling containers with names of solutions, date made, outdate, precautions if hazardous, storage condition and initial.

Authorities:

* Prioritize work.
* Order supplies as needed through Laboratory Supervisor.
* Responsible for Laboratory coverage as indicated in monthly shift and call schedules
* Assist Laboratory Supervisor in data collection of Q.A.

Addendum:

* This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by Lab Supervisor or other Administration management as required.
* This organization reserves the right to revise or change job duties as the need arises.
* This job description does not constitute a written or implied contract of employment.

Job Duties:

* Organizes work by matching computer orders with specimen labeling; sorting specimens; checking labeling; logging specimens; arranging reports for delivery; keeping work surfaces clean and orderly.
* Maintains quality results by running standards and controls, verifying equipment function through routine equipment maintenance and advanced trouble shooting; calibrating equipment utilizing approved testing procedures; monitoring quality control measures and protocols.
* Serves as technical resource by participating in staff training; answering questions of other professionals; participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
* Identifies and communicates abnormal patient conditions by alerting supervisory personnel, the pathologist, the patient physician, or nurse, reporting mandated information to the public health department or other designated officials.
* (toxicology) identifies the presence or quantity of drugs of abuse, therapeutic drugs, and toxic substances by operating toxicology instrumentation and performing manual methods for the performance of drug screens, blood alcohol levels, and carbon monoxide levels.
* (chemistry) provides test results for patient diagnosis and treatment by operating chemistry equipment, performing hand chemistries.
* (hematology) provides test results for patient diagnosis and treatment by operating hematology, urinalysis, and coagulation equipment, performing manual methods of differentials.
* (immunology) provides test results for patient diagnosis and treatment by operating equipment such as the gamma counter, spectrophotometer, densitometer, and through methods such as radioimmunoassay, enzyme immunoassay, and serological testing.
* (microbiology) provides physician with information for treatment of patient infection by performing technical procedures for the identification or susceptibility of bacteria, parasites, fungi, and mycobacteria.
* (blood bank) ensures the patient of receiving compatible blood/blood components by completing blood typing, antibody screening, compatibility testing, and antibody identification procedures.
* (blood bank) assures future retrieval of patient transfusion information by preparing patient packets and maintaining blood bank database.
* Contributes to a safe and secure environment for patients, visitors, physicians and co-workers by following established standards and procedures, complying with legal regulations.
* Maintains patient confidence by keeping laboratory information confidential.
* Serves and protects the hospital community by adhering to professional standards, hospital policies and procedures, federal, state, and local requirements, and JACHO standards.
* Enhances laboratory services and hospital reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

1. **PHYSICAL AND MENTAL DEMANDS**

For physical and mental demands of the position and environment, see following description.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Physical and Mental Demands (The ADA requires employers to make reasonable accommodations for a person with a Disability. This information is needed to assist AAHS in meeting these obligations).** | | | | | | | |
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| **PHYSICAL DEMANDS** (FREQUENCY BASED ON AN 8 HOUR SHIFT) | | | **NOT APPLICABLE** | **OCCASIONALLY**  **1-2.5 HR** | **FREQUENTLY**  **>2.5-6 HR** | | **CONTINUOUSLY**  **>6-8 HR** |
|
| STANDING | | |  |  | X | |  |
| WALKING | | |  |  | X | |  |
| SITTING | | |  |  | X | |  |
| REACHING ABOVE SHOULDERS | | | X |  |  | |  |
| REACHING AT WAIST LEVEL | | |  | X |  | |  |
| REACHING BELOW KNEE | | |  | X |  | |  |
| CLIMBING | | | X |  |  | |  |
| LIFTING ABOVE SHOULDER <10 LBS | | | X |  |  | |  |
| LIFTING ABOVE SHOULDER > 10 LBS | | | X |  |  | |  |
| LIFTING FROM FLOOR TO WAIST <10 LBS | | |  | X |  | |  |
| LIFTING FROM FLOOR TO WAIST 10-30 LBS | | | X |  |  | |  |
| LIFTING FROM FLOOR TO WAIST >30 LBS | | | X |  |  | |  |
| CARRY WAIST LEVEL <10 LBS | | |  | X |  | |  |
| CARRY WAIST LEVEL 10 - 30 LBS | | | X |  |  | |  |
| CARRY WAIST LEVEL TO 31 - 50 LBS | | | X |  |  | |  |
| CARRY WAIST LEVEL > 50 LBS | | | X |  |  | |  |
| PUSHING/PULLING < 20 LBS | | |  | X |  | |  |
| PUSHING/PULLING 21 - 75 LBS | | | X |  |  | |  |
| PUSHING/PULLING 76 - 150 LBS | | | X |  |  | |  |
| PUSHING/PULLING >150 LBS | | | X |  |  | |  |
| WRITING | | |  | X |  | |  |
| HEARING | | |  |  |  | | X |
| SQUAT/KNEELING | | |  | X |  | |  |
| REPETITIVE ACTIONS | | |  |  | X | |  |
| KEYBOARDING | | |  |  | X | |  |
| DRIVING | | | X |  |  | |  |
| SPEAKING | | |  |  | X | |  |
| SEEING/VISUAL | | |  |  |  | | X |
| **PHYSICAL ENVIRONMENT** | | | | | | | |
| X | NOISE |  | FUMES/GASES | | X | CHEMICALS | |
| X | HEAT/COLD | X | HUMAN TISSUE/FLUIDS | | X | BIOHAZARD MATERIALS | |
| X | INFECTIOUS DISEASE |  | ANIMAL TISSUE/FLUIDS | |  | DIRT | |
| X | MOVING MACHINERY |  | RADIATION | | X | LASERS | |
|  | VIBRATION |  | WET/HUMID ENVIRONMENT | | X | WORK INSIDE | |
|  | WORK OUTSIDE | X | TELEPHONE USAGE | |  |  | |
| **MENTAL DEMANDS** | | | | | | | |
| X | FREQUENT PEOPLE CONTACT | X | FREQUENT INTERRUPTIONS | | X | MULT. CONCURRENT TASKS | |
| X | IRREGULAR WORK SCHEDULE | X | DECISION MAKING SKILLS | | X | FREQUENT DEADLINES | |
|  | SUPERVISORY SKILLS | X | CONCENTRATION REQUIREMENT | | X | ORGANIZATIONAL SKILLS | |
| X | DETAILED WORK | X | ABILITY TO WORK INDEPENDENTLY | | X | ABILITY TO WORK W/ OTHERS | |
| **SPECIAL CONSIDERATIONS/UNIQUE ENVIRONMENTS OR DEMANDS:** | | | | | | | |
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**Disclaimer**

The above statements are intended to describe the general nature of job duties and responsibilities typically assigned, identify the essential functions, and list the requirements of this job. They are not intended to be an exhaustive list of all supplemental duties, responsibilities, or non-essential requirements; nor should this document limit the supervisor’s right to modify assignments as necessary. This document does not create a contract for employment.

**Receipt and Acknowledgement**

I acknowledge and understand that:

* Receipt of this job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
* The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation, I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
* Job duties, tasks, work hours and work requirements may be changed at any time.
* I have read and understand this job description.

I do/do not (please circle one) need accommodations under the Americans with Disabilities Act.

Employee’s Name (Printed):

Employee Signature:

Effective Date: