



JOB DESCRIPTION

Job Title: Medical Laboratory Assistant

Closing Date: 6/15/2021

Apply: jobs@schc.net, please state which job you are applying for

Contact: Kelsie Bolaño 385-955-6539

Locations: Salt Lake City

General Summary of Duties: Responsible for providing laboratory testing for clinic patients under supervision of a Clinical Laboratory Scientist (CLS). Assists the CLS and staff in coordinating patient care through laboratory testing. Responsible for specimen quality, handling, processing, and test performance. Performs only those test procedures for which employee has been deemed competent. Organizes and performs assigned daily tasks. The area of responsibility may be all departments in the laboratory. He/she ensures that the daily activities and the validity of test results, and quality control are completed for areas of responsibility.

Supervisor: Quality Officer

Major Responsibilities/Tasks:

1. Accurately performs proficiency testing when scheduled.
2. Assumes responsibility for problem solving of technical problems when appropriate.
3. Daily quality control properly performed and logged, works within quality control limits and trends.
4. All testing is performed under the supervision of a CLS.
5. All results must be reviewed and approved by a CLS
6. Performs blood draws and specimen handling when appropriate.
7. Restock areas with necessary supplies and materials.
8. Demonstrates resourcefulness in organizing workload for higher productivity.
9. Effectively troubleshoots/resolves instrument problems and documents corrective action in appropriate log; when necessary, performs instrumentation repairs under the direction of hotline assistance.
10. Exhibits comprehensive knowledge of instrumentation in assigned area(s).
11. Ensures preventative maintenance and safety checks of equipment are performed according to schedule and then documented.
12. Recognizes and resolves unusual results before reporting. Follows proper departmental procedures for documentation.
13. Sign off on reading of manuals or required activities in a timely manner. Actively checks to make sure all such activities are done.
14. Provides general information on departmental policies and procedures.
15. Notifies the Lead CLS when clinical and office supplies need replenishing.
16. Assist in maintaining laboratory records and other information to contribute to accurate data gathering.
17. Compiles and condenses technical and statistical data for reports and records.
18. Attends required meetings and participates in committees as requested.

19. Participates in professional development activities and maintains professional affiliations.
20. Maintains patient confidentiality.
21. Practice and adhere to the "Code of Conduct" philosophy and "Mission and Value Statement."
22. Performs related work as required.
23. Other duties as assigned.

EDUCATION: A high school diploma or GED is required. Graduation from a recognized training facility for medical laboratory assistants is preferred.

EXPERIENCE: Minimum one (1) year of experience in a physician practice is preferred.

CERTIFICATE/LICENSE: CPR certification preferred, MLA certification preferred.

KNOWLEDGE, SKILLS, & ABILITIES: The job holder must demonstrate current competencies applicable to the job position.

1. Knowledge of medical practice to assist in giving patient care.
2. Knowledge of laboratory procedures and regulations.
3. Knowledge of medical equipment and instruments for testing.
4. Knowledge of common safety hazards and precautions to establish a safe work environment.
5. Skill in assisting in a variety of laboratory processes as directed.
6. Skill in blood and other specimen collection.
7. Skill in maintaining records and recording test results.
8. Skill in developing and maintaining effective working relationships with patients, medical staff, and the public.
9. Ability to maintain quality control standards.
10. Ability to react calmly and effectively in emergency situations.

PHYSICAL/MENTAL DEMANDS/WORKING CONDITIONS: Normal office environment. Work is often performed under stringent timelines and some evening and weekend work may be required. Frequent exposure to communicable diseases or body fluids. Requires full range of motion including handling and lifting boxes, manual and finger dexterity and hand-eye coordination. Requires standing and walking for extended periods of time. Must be able to lift up to 50 pounds. Requires corrected vision and hearing to normal range. Staff must remain flexible and available to provide staffing assistance for any/all disaster or emergency situations.

PHYSICAL DEMANDS, WORKING CONDITIONS, ESSENTIAL FUNCTIONS:

✓ Manual Dexterity	✓ Exposure to toxic/caustic/chemicals, detergents
✓ Full range of body motion	✓ Exposure to extreme conditions (hot/cold)
✓ Standing, walking	✓ Exposure to dust/fumes
✓ Reach above shoulder	✓ Exposure to x-ray, electromagnetic energy
✓ Repetitive arm/hand movements	✓ Sense of smell/taste
✓ Color Vision	✓ Exposure to communicable diseases
✓ Sight Acuity – far, near, depth perception	✓ Exposure to blood borne pathogens

✓ Push/pull weight of up to 50 lbs.	✓ Ability to work under stress, or in emergency situations
✓ Reaching, bending, stooping, kneeling, crawling	✓ Hear alarms/telephone

SIGNATURE

My signature below acknowledges that I have read the above job description and agree that I can perform the responsibilities and meet the requirements as presented. I understand this job description provides a general outline of job responsibilities and requirements and is not intended to be all-inclusive. I also understand that job responsibilities and requirements may change at any given time based on organizational or departmental needs.

Signature

Date