

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**DUTY STATEMENT**

RPA/647#-

EFFECTIVE DATE:

CDCR INSTITUTION OR DEPARTMENT San Quentin Rehabilitation Center	POSITION NUMBER (Agency - Unit - Class - Serial) 095-213-9265-xxx
UNIT NAME AND CITY LOCATED Health Care Services	CLASS TITLE Laboratory Assistant, CF
WORKING DAYS AND WORKING HOURS a.m. to a.m. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 095-213-9265-xxx

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.

Under the direct supervision of the Supervising Clinical Laboratory Technologist, the Laboratory Assistant performs assigned, varied, standardized, and non-technical laboratory procedures in collecting, processing or preparing laboratory specimens, materials and supplies, and aids in the operations of specialized laboratory equipment to ensure compliance with all the departmental policies and procedures pertaining to the laboratory, and applicable State and Federal laws and regulations. Keep informed on current developments in the clinical laboratory field.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)
35%	ESSENTIAL FUNCTIONS Performs duties such as preparing, collecting (including blood draws), and processing (accession and mail-out) patients' laboratory specimens. Performs the chemical portion of urinalysis under the direction and supervision of the licensed technologists wherein the licensed technologist makes the decisions of test results. Uses the Centrifuge machine, which separates the serum from whole blood and prepares specimens to be tested in-house or shipped to a reference laboratory. Assist in maintaining laboratory records by a computer tracking mechanism.
35%	Performs preventive maintenance and record keeping for equipment and instruments, which includes keeping daily log of all the temperatures, i.e., rooms, refrigerators, freezers, water bath, incubators and drying ovens. Keeps a daily inventory of needles, syringes and other items kept on the inventory list. Picks up specimens and delivers supplies throughout the facility.
20%	Prepares the daily items needed to draw blood (i.e., vials, labels, etc.) and affixes identification labels on the containers. File laboratory reports, answer/direct telephone calls on inquiries from staff. Process paperwork for patients' parole/discharges.
10%	Participate in the development of local operating procedure. Participate on quality improvement activities. Keep abreast of current institutional policies and attend training as required. Other duties as assigned.

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KNOWLEDGE AND ABILITIES***Ability to:***

Follow difficult oral and written instructions; and evaluate situations correctly and take effective action. Clean and care for laboratory equipment; learn elementary laboratory methods and procedures, keep accurate records; follow directions; work efficiently and effectively in a group.

DESIRABLE QUALIFICATIONS

Special Personal Characteristics: Empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; emotional stability; patience; alertness; keenness of observation; aptitude and liking for laboratory work; orderliness; tact; reliability; color vision adequate to successfully perform the essential functions of the job.

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

The following is a definition of on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of a workday
Frequently: Involves 1/3 to 2/3 of a workday
Occasionally: Involves 1/3 or less of a workday
N/A: Activity or condition is not applicable

Standing: Frequently – stands for periods of time to draw blood and other laboratory specimens.

Walking: Frequently – has to walk throughout Institution on uneven, sometimes rough terrain – including walking up and down ramps and slopes.

Sitting: Constantly – at a desk or computer table. There is a flexibility for movement on a frequent basis to break sitting with standing and walking.

Lifting: Frequently – lifts files weighing a few ounces and rarely files weighing up to 20 lbs.

Carrying: Frequently – this activity can be considered to require the same physical demands as lifting.

Stooping/Bending/Kneeling/Crouching: Frequently – stretches, stoops/bends, kneels, and crouches to pull/file documents from the lower shelves in filing cabinets.

Reaching in Front of Body: Frequently – will be utilizing a keyboard and reaching for items such as the telephone, files and supply boxes.

Reaching Overhead: Occasionally – reaches overhead to retrieve objects from the top shelf of the file cabinet.

Climbing: Frequently – climbs when using the step stool to reach objects. Climbs steps throughout the institution during performance of regular work responsibilities.

Balancing: Occasionally – balances when using the step stool, stairs or lifts.

Pushing/Pulling: Frequently – has to push/pull to open file drawers, desk drawers, carts and racks.

Fine Finger Dexterity: Constantly – will use fine-finger dexterity to write information onto documents and to type information into the computer, manipulate equipment such as a fax machine or telephone.

Hand/Wrist Movement: Constantly – uses hands and wrists in the handling of documents and files, typing, data entry and writing.

Crawling: N/A

Driving: Occasionally

Sight/Hearing/Speech/Writing Ability: Adequate vision and hearing, as well as the ability to write and speak clearly, are required to effectively perform the essential job duties. The Laboratory Assistant will frequently use hearing, speech and written language to interface with staff, visitors, patients and community.

WORK ENVIRONMENT: 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.

The Laboratory Assistant works in an office with his/her own desk area and computer, with florescent lighting and a thermostatically controlled environment.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: The Laboratory Assistant utilizes a computer, a printer, a telephone, vertical filing cabinets, copy machines, shredder, fax machine, and various laboratory based machinery.

GENERAL POST ORDER ADDENDUM.

General requirements: Inmates/patients with disabilities are entitled to reasonable modifications and accommodations to CDCR/CCHCS policies, procedures, and physical plant to facilitate effective access to CDCR/CCHCS programs, services, and activities. These modifications and accommodations might include, but are not limited to, the following:

- measures to ensure effective communication (see below);
- housing accommodations such as wheelchair accessible cells, medical beds for inmates/patients who cannot be safely housed in general population due to their disabilities, dorm housing, or ground floor or lower bunk housing;
- health care appliances such as canes, crutches, walkers, wheelchairs, glasses, and hearing aids; and
- work rules that allow the inmate/patient to have a job consistent with his/her disabilities. Medical staff shall provide appropriate evaluations of the extent and nature of inmates' disabilities to determine the reasonableness of requested accommodations and modifications.

Equally Effective Communication: The Americans with Disabilities Act (ADA) and the *Armstrong* Remedial Plan require CDCR/CCHCS to ensure that communication with individuals with disabilities is equally effective as with others.

- Staff must identify inmates/patients with disabilities prior to their appointments.
- Staff must dedicate additional time and/or resources as needed to ensure equally effective communication with inmates/patients who have communication barriers such as hearing, vision, speech, learning, or developmental disabilities. Effective communication measures might include slower and simpler speech, sign language interpreters, reading written documents aloud, and scribing for the inmates/patient. Consult the ADA Coordinator for information or assistance.
- Staff must give primary consideration to the preferred method of communication of the individual with a disability.
- Effective communication is particularly important in health care delivery settings. At all clinical contacts, medical staff must document Whether the inmates/patient understood the communication, the basis for that determination, and how the determination was made. A good technique is asking the inmate/patient to explain what was communicated in his or her own words. It is not effective to ask "yes or no" questions; the inmate/patient must provide a substantive response indicating understanding of the matters that were communicated.
- Staff must obtain the services of a qualified sign language interpreter for medical consultations when sign language is the inmates/patients' primary or only means of communication. An interpreter need not be provided if an inmate/patient knowingly and intelligently waives the assistance, or in an emergency situation when delay would pose a safety or security risk, in which case staff shall use the most effective means of communication available such as written notes.

DECS: The Disability Effective Communication System (DECS) contains information about inmates/patients with disabilities. Every institution has DECS access and staff must review the information it contains in making housing determinations and providing effective communication.

Housing restrictions: All inmates/patients shall be housed in accordance with their documented housing restrictions such as lower bunks, ground floor housing, and wheelchair accessible housing, as noted in DECS and their central and medical files. All staff making housing determinations shall ensure that inmates/patients are housed appropriately.

Prescribed Health Care Appliances (including dental appliances): Staff (health or security) shall not deny or deprive prescribed health care appliances to any inmate/patient for whom it is indicated unless (a) a physician/dentist has determined it is no longer necessary or appropriate for that inmate/patient, or (b) documented safety or security concerns regarding that inmate/patient require that possession of the health care appliance be disapproved. If a safety or security concern arises, a physician, dentist, Health Care Manager, or Chief Medical Officer shall be consulted immediately to determine appropriate action to accommodate the inmate/patient's needs.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE:		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT:		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence, relief to equalize peak work periods, or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE