



**DUTY STATEMENT  
DEPARTMENT OF STATE HOSPITALS – COALINGA**

<b>CLASSIFICATION: LABORATORY ASSISTANT</b>	
Approved by Chief Physician & Surgeon – Dr. Jonathan Hamrick Signature: 	Date Approved: 

1. **MAJOR TASKS, DUTIES AND RESPONSIBILITIES:** Under supervision of the Supervising Clinical Laboratory Technologist (Safety), assist and support overall laboratory operations. Perform assigned laboratory procedures in processing or preparing laboratory specimens, materials, and supplies.
  - 40% **Performs phlebotomy of patients efficiently and effectively. Prepares specimens for in-house analysis and/or for transport to external reference laboratories. This includes labeling, accessioning, and centrifugation, separation of serum/plasma, and documentation procedures.** Clarifies unclear orders prior to processing. Verifies appropriate reference laboratory to be used and proper specimen requirements prior to processing. Completes appropriate paperwork accurately and legibly. Prepares correct specimens and stores under appropriate conditions. Makes necessary arrangement for special handling (e.g., 24-hour urine preservatives, frozen plasma or serum).
  - 20% **Performs quality control and analyzes various types of specimens qualitatively using various available methodologies classified as Waived under the Clinical Laboratory Improvement Amendments (CLIA), accurately, precisely, and in a timely manner.** Orders reagents and supplies for CLIA-Waived machines as appropriate. Ensures all reagents and supplies are appropriately labeled and stored. Ensures current package inserts are available, reviewed, and changes/updates have been appropriately noted.
  - 20% **Answers telephones promptly, courteously, and effectively.** Processes and distributes completed departmental reports. Files laboratory copies of completed reports in a timely manner. Periodically purges files of reports that have expired. Assist supervisor with the preparation of various reports as needed. Maintains reference laboratory supplies. Periodically investigates overdue send-out reports. Works directly with reference laboratory staff to resolve problems. Picks up departmental mail daily. Assist supervisor in reconciling various invoices for appropriate fees and services, as needed.

**20% Keeps work area neat and orderly. Cleans and disinfects work surfaces daily.** Washes reusable glassware, as necessary. Observes all safety and infection control policies, procedures, and guidelines. Selects and utilizes appropriate personal protective equipment as needed. Participates in chemical and/or biological spill clean-up procedures, as necessary. Utilizes appropriate safety devices when obtaining blood samples. Maintains a working familiarity with departmental fire and disaster procedures. Maintains a working familiarity with pertinent departmental Policy and Procedure Manuals via annual review; this includes, but not limited to, Safety and Infection Control, Specimen Collection, and Phlebotomy manuals. **Maintain a high level of professionalism, as a representative of the department and of the hospital. Completes mandatory Core Training sessions as scheduled. Maintains state phlebotomy certification requirements (i.e., ongoing continuing education).**

**2. SUPERVISING RECEIVED:**  
Supervising Clinical Laboratory Technologist

**3. SUPERVISION EXERCISED:**  
None

**4. KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:** None

**ABILITY TO:** Read and write English at a level required for successful job performance; clean and care for laboratory equipment; learn elementary laboratory methods and procedures; follow directions; work efficiently and effectively in a group.

**5. REQUIRED COMPETENCIES:**

**ANNUAL HEALTH REVIEW:** All employees are required to have an annual health review and TB test or whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

**INFECTION CONTROL:** Apply knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.

**HEALTH AND SAFETY:** Activity support a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

**CPR:** Maintain current certification if applicable

**THERAPEUTIC STRATEGY INTERVENTION (TSI):** Support safe working environment; practice the strategies and interventions that promote a therapeutic milieu; apply and demonstrate knowledge of correct methods in the management of assaultive behavior.

**CULTURAL AWARENESS:** Demonstrate awareness to multicultural issues in the work place that enable the employee to work more effectively.

**RELATIONSHIP SECURITY:** Demonstrate professional interactions with patients and maintain therapeutic boundaries. Maintain relationship security in the work area; take effective action and monitors, per policy, any suspected employee/patient boundary violations.

**PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION:** Maintain and safeguard the privacy and security of patients' protected Health Information and other individually identifiable health information; whether paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

**SITE SPECIFIC COMPETENCIES:** None

**TECHNICIAN PROFICIENCY (SITE SPECIFIC):** Maintain ability to utilize a computer to perform miscellaneous word processing and data entry and Internet Informational searches.

6. **LICENSE OR CERTIFICATION:** It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Services.

7. **TRAINING:**

Training Category – 3 – Training Procedure No. 03-11.

The employee is required to keep current with the completion of all required training.

8. **WORKING CONDITIONS:**

**ADMINISTRATIVE DIRECTIVE AD-146:**

Each employee shall be fully acquainted with the rules and regulations of the Department of State Hospitals (DSH) and of the hospital.

**EMPLOYEE IS REQUIRED TO:**

1. Report to work on time and following procedures for reporting absences.
2. Maintain professional appearance.
3. Appropriately maintain cooperative, professional, and effective interactions with employees, patient/client and the public.
4. The work entails routinely encountering clients and interacting with staff throughout the facility, thus sensitivity and tolerant even temperament is required.
5. The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

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Employee Signature

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Print Name

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Date

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Supervisor Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date