

**Munson Healthcare Manistee Hospital
Job Description**

TITLE: Lab Aide
Job Code: 015610/015611
Work Comp Code: 8833

FLSA: Non-Exempt
Grade: SEIU – Unit 1
Date: 07/17

DEPARTMENT: Laboratory

GENERAL SUMMARY:

Under general supervision and in accordance with prescribed technique, performs specimen collection duties for all appropriate specimens and assists the medical technologist/technician in the performance of CLIA waived tests. Maintains complete and accurate records for specimens. Performs all appropriate computer functions necessary to process patient specimens in an efficient manner as direct and required. Acts as a courier for the MHMH Laboratory. Performs clerical, non-technical duties for all sections of the MHMH Laboratory.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Performs phlebotomy and all other appropriate specimen collections, observing all appropriate collection techniques in a safe, aseptic and economical manner observing all appropriate protocols.
2. Provides customer-driven and patient-focused care to the patients and customers of Munson Healthcare Manistee Hospital. Is courteous in all situations. Displays a positive attitude in every encounter. Answers telephones exhibiting appropriate telephone skills.
3. Under the guidance of Medical Technologists/Technicians learns and performs CLIA waived testing for appropriate analyses. Assists Medical Technologists/Technicians in specimen handling and processing as directed and required.
4. Utilizes the hospital computer system register patients/specimens as required. Enters diagnostic test orders to the computer system, prints and assures the appropriate identification and labeling of specimens.
5. Frequently checks for and receives computer printed test requisitions. Determines and follows most clinically appropriate and cost efficient collection technique give patient locations and timed collection requirements. Responds to STAT requests and processes them in accordance with laboratory protocols.
6. Acts as the Munson Healthcare Manistee Hospital (MHMH) Laboratory Courier. Drives a MHMH vehicle and offers "customer focused" service to the referring clients of the MHMH laboratory. Picks-up and delivers supplies, specimens, mail, and other items in a timely manner.
7. Instruct patients regarding the specimen collection process and pre-laboratory preparation/handling of specimens.
8. Uses prudent judgment in the observation of patients prior to, during, and following specimen collection. Detects and identifies any potential adverse effects of specimen collection and immediately notifies nursing/medical associates in the event of an adverse reaction.
9. Instructs patients regarding special collection processes (e.g. paternity testing, drug/alcohol screening and testing) and follows protocols specific to these collections as required.

10. Performs appropriate clerical duties supporting the smooth and effective operation of all sections of the MHMH Laboratory. This includes, but is not limited to: report assembly, printing, faxing, mailing, and filing of all laboratory communications, data, patient and general reports, registers patients/specimens, enters laboratory orders and charges as appropriate.
11. Cleans, maintains and replenishes as necessary all appropriate work areas and equipment as assigned. This includes the reception desk area, waiting area, storeroom, and reference work processing area, phlebotomy trays, MHMH vehicle, and outreach collection areas.
12. Assists in the acquisition of pathology and cytology specimens from submitting departments/customers.
13. Reviews, is familiar with, and complies with all MHMH and Laboratory rules, regulations, protocols, procedures, policies, and plans including, but not limited to: safety, associate health, infection control, chemical hygiene, hazardous waste, bioterrorism, emergency situations, and confidentiality.
14. Participates in MHMH and laboratory education programs and meetings. Attends all mandatory in-service programs. Applies TJC, PI concepts, methods, and principles throughout the performance of job related activities.
15. Applies CQI concepts and methods throughout related activities.
16. Performs job responsibilities in an ethical, compliant manner consistent with the organization's values and the hospital's Corporate Compliance Program, The policies, procedures and protocols.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Level of knowledge equivalent to that ordinarily acquired through Completion of high school.
2. Certification as a Phlebotomy Technician (ASPT, ASCP) preferred.
3. Must possess a valid Michigan Driver's License free of driving infractions for at least two years.
4. Physically able to adjust to almost constant standing, walking, as well as light lifting, reaching, and bending.
5. Mental aptitude to learn and become proficient in all appropriate phlebotomy techniques, CLIA waived test protocols, venipuncture site selection, proper aseptic technique, laboratory and medical terminology, specimen/test requirements, and computer skills.
6. Must demonstrate a positive, energetic, patient focused, customer-driven attitude at all times and in every computer.
7. Must recognize and accept the high-risk aspect of the position and follow all appropriate body fluid precautions.
8. BLS certification required.
9. May be required to work with all of the following with the appropriate age specific competencies: prenatal & perinatal (0-2), young child (2-8), adolescent (9-15), adult (16-28), middle-aged adult (29-53), geriatric (54-74), and frail adult (75+).

WORKING CONDITIONS:

Exposure to blood and/or body fluids, exposure to hazardous chemicals, pharmaceuticals or nuclear exposures, medium lifting, pushing, pulling, bending, sporadic keyboarding, sitting and standing,utilization of personal protective equipment (gloves, masks, gowns, boots, etc.).

Encourages subordinates and works in a safe and healthy manner to prevent injury or illness.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.