Children's Hospital of Wisconsin
JOB DESCRIPTION

Job Title: Medical Laboratory Assistant	**Job Code:** 324070	**OSHA** I
Department: Pathology & Laboratory Medicine	**Salary Plan:** CHW	**Orig. Date:** 6/89
Immediate Supervisor: Laboratory Manager	**Cost Center:**	**Last Revised:** 3/11
Division: Ambulatory and Diagnostic Services	**FLSA:** Non-Exempt	

GENERAL SUMMARY:

Performs tasks relating to specimen procurement, processing, distribution and resulting. Performs phlebotomy and capillary puncture procedures on neonatal, infant, toddler, pre-school, school age, adolescent and selected adult patients for the collection of specimens. Maintains detailed patient and laboratory records.

ESSENTIAL FUNCTIONS:

- Exhibits guiding behaviors that reflect Children's values and support our mission and vision.
- Performs phlebotomy and capillary puncture procedures on neonatal, infant, toddler, pre-school, school age, adolescent and selected adult patients for the collection of specimens. Understands and satisfies their needs in regards to their growth and development process. Collects sweat and other body fluid specimens. Determines specimen requirements based on established Laboratory policies. Rejects specimens that do not meet stated laboratory requirements and notifies appropriate staff accordingly.
- Performs Microbiology set-up procedures.
- Process specimens and documents results according to stated procedures including specimens for special handling, research and reference testing. Assists with billing for reference testing.
- Utilizes LIS for specimen collection, log-in, processing, canceling, crediting and resulting. Prints reports and assists with downtime procedures. Checks printers for paper, labels and orders. Reviews uncollected work lists.
- Performs specially identified procedures. Reports results and keeps detailed records.
- Performs and documents procedures such as quality control and instrument maintenance. Assists with Performance Improvement projects.
- Answers questions and resolves problems concerning specimen orders, collection and processing. Provides assistance to patients, families and hospital staff.
- Provides clerical support to the department by scheduling appointments, processing incoming and outgoing mail, maintaining inventory of supplies for all sections and recommends equipment needs.
- Instructs and orients new employees and students of phlebotomy and documents induction training.
- Performs responsibilities of Lead as required and other duties as assigned.
- Performs within acceptable laboratory guidelines for procedure turnaround time and productivity.
- Is aware of, and applies, overall patient and employee safety policies and procedures as required by CDC, OSHA, and Joint Commission, and reports suspected concerns and/or incidents via incident reports or other appropriate method that assures timely action, to the Lead, Manager or Director.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- High school diploma or equivalency is required.
- One year laboratory experience preferred.
- Basic knowledge of phlebotomy, reagents, equipment and equipment maintenance preferred. Ability to perform certain identified routine procedures at an acceptable level.
- Analytical ability in order to organize work, determines specimen requirements, and correctly identify patients.
- Interpersonal skills to explain phlebotomy procedures to patients.
- Ability to concentrate and pay close attention to detail when drawing and handling patient specimens.

WORKING CONDITIONS:

- Performs procedures that cause pain/discomfort to the patient for which there may be negative reactions such as kicking, biting, etc.
- OSHA Category I: Provides services in a setting where there is exposure to blood and other high risk body fluids in addition to frequent exposure to biologically hazardous specimens and unpleasant odors.

PHYSICAL REQUIREMENTS:

(Check all that apply)

	N/A	0-25%	26-75%	76-100%	Avg. lbs.
Lift/Carry	☐	☒	☐	☐	50 lbs/25 lbs
Push/Pull	☐	☒	☐	☐	
Reach Overhead	☐	☒	☐	☐	
Climb	☒	☐	☐	☐	
Squat/Bend/Kneel	☐	☒	☐	☐	
Sit	☐	☒	☐	☐	
Stand	☐	☐	☒	☐	
Walk/Move About	☐	☐	☐	☒	

This job description is intended to summarize the essential functions of and requirements for the performance of this job. It is not meant to be an exhaustive list of miscellaneous duties and responsibilities that may be requested in the performance of this job.