Title: Laboratory Assistant

Job Summary: Perform routine and specialized assignments and demonstrate proficiency and understanding of the procedures in the areas of a clinical laboratory under the direction of the providers and the Medical Technologist.

Job Duties:

1. Assists the Medical Technologist in operating various types of laboratory equipment to perform tests in chemistry, bacteriology, urine analysis, hematology, etc., under the direction of the providers or Medical Technologist.

2. Maintains laboratory logs of tests as required and in accordance with generally accepted practices, policies, procedures, and protocols established in said area.

3. Participates in a quality control program and prepares blood samples and likewise for analysis at outside laboratories, as instructed by the providers and Medical Technologist.

4. Maintains reagents and supplies; does the ordering, inventory and inspection of material to assure the valid dates of use and destroys those outdated supplies as required by state licenses, general practices and procedures in said area.

5. Responsible for all functions required by the outside laboratories and assures proper collection of information for billing purposes when necessary.

6. Works closely with the clinical staff and will be required to perform some of the medical assistants’ duties when needed such as:
Job Description
Lab Assistant
Page Two

(a) Direct patients to exam rooms.
(b) Take vitals.
(c) Give injections as needed at the direction of the providers.
(d) Perform PPD and cocci skin tests and the like at the direction of the providers.
(e) Complete lab requisitions with correct information.
(f) Perform Clia Waived Testing

(7) Responsible for HIV/Antibody tests in accordance with established policies and procedures under the direction of the nursing Supervisor/Director.

(8) Promotes and believes in NHSI mission statement “Health for All”.

(9) Ability to relate to the public regardless of ethnic, religious and economic status.

Qualifications, Education, and Experience:

(1) Must have a high school diploma.

(2) Be familiar with laboratory equipment, the operation, maintenance and performance of such equipment.

(3) Must have the ability to work with people, relate to them and be committed to the goals and objectives of National Health Services, Inc., in delivering health care needs to its communities.
Job Description
Lab Assistant
Page Three

Responsible To:  Lab Manager/Associate Director of Ancillary Services

Classification:  Full or Part Time Position, Non-exempt

Approved By:  ________________
Date:  ________________