

Career Service Authority
Entry Laboratory Technician

Revised Date
Revised By Jean Canfield
FLSA Code Non-Exempt
Est. Date 09/16/95

General Statement of Duties

Conducts a variety of routine laboratory tests such as urinalysis, throat cultures, obtaining white and red blood cell counts and trains in the testing and analysis of more complex health or forensic laboratory functions.

Essential Duties and Knowledge, Skill, and Ability Requirements

1. Performs routine laboratory tests such as urinalysis, throat cultures, obtaining white and red blood cell counts or labels correctly and forwards to the appropriate reference laboratory.
 - *Knowledge of blood borne pathogen regulations and universal precautions sufficient to be able to protect self and others from possible infection.*
 - *Knowledge of laboratory equipment sufficient to be able to select and use appropriate equipment.*
 - *Knowledge of laboratory techniques sufficient to be able to perform tests such as urinalysis, saliva, spirometry and others.*
 - *Skill in identifying minute abnormal details of specimens under a microscope.*

2. Trains in the collection, delivery and processing of complex laboratory specimens which are utilized in the detection, diagnosis and treatment of physical conditions.
 - *Knowledge of blood borne pathogen regulations and universal precautions sufficient to be able to protect self and others from possible infection.*
 - *Knowledge of laboratory equipment sufficient to be able to select and use appropriate equipment.*
 - *Skill in understanding and applying oral, written, illustrated or demonstrated instructions.*

3. Operates or trains in the operation of laboratory equipment and cleans as necessary. Identifies mechanical problems and either performs the necessary adjustments or contacts maintenance.
 - *Knowledge of equipment common to the area sufficient to be able to perform quality control checks, minor troubleshooting, and minor maintenance.*
 - *Skill in maintaining equipment and supplies utilized in the specific area.*
4. Reports results and maintains both written and computer records of all tests. Answers telephone, distributes forms and provides information on laboratory tests.
 - *Skill in using a computer to enter and retrieve information.*
 - *Skill in maintaining and organizing departmental records, reports and files.*
 - *Skill in filling out forms and completing necessary paperwork related to the work assignment.*
 - *Skill in communicating and presenting factual information related to the work assignment.*
5. Requests and orders supplies as necessary to keep materials on hand at all times.
 - *Knowledge of inventory practices and requirements sufficient to be able to identify shortages and reorder supplies as necessary.*
6. Cooperates with other personnel to achieve department and inter.
 - *Skill in establishing and maintaining effective working relationships with other employees and the public.*
7. Maintains established departmental policies and procedures, quality improvement safety, environmental and infection control standards under supervision.
 - *Knowledge of blood borne pathogen regulations and universal precautions sufficient to be able to protect self and others from possible infection..*
 - *Skill in following policies and procedures, meeting unit objectives, meeting standards for quality improvement, safety environment and infection control.*
8. Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed. However, the allocation of positions to this class will be determined by the amount of time spent in performing the primary duties listed above.
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Job Requirements

Level of Supervision

No supervisory responsibility.

Guidance and Decision Making

Procedures, methods, and techniques to be used are well established with options to be considered well-defined. Detailed oral and/or written instructions are normally given during the training period. Duties assigned are primarily routine, repetitive and restricted in intricacy with little or no discretion in how they are carried out. Work product is subject to continual review.

Interpersonal Communications

Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

Physical Demands

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Lifting: raising or lowering an object from one level to another.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: Making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Physical Strength

Lifting: Raising or lowering an object up to 10 pounds.

Vision Requirements

Far acuity: ability to see clearly at 20 feet or more.

Near acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

Mental Demands	Mathematical reasoning Oral Comprehension Written Comprehension
Environmental Conditions	Wet: frequent contact with water or other liquid. Hazards: conditions where there is danger to life, body, and/or health.
Working Conditions	Contact with patients under wide variety of circumstance (corpse) Exposed to hazardous anesthetic agents, body fluids and wastes Exposed to infection from disease-bearing specimens Exposed to infections and contagious disease Exposed to patient elements Exposed to unpleasant elements (accidents, injuries and illness) Occasional pressure due to multiple calls and inquiries Subject to varying and unpredictable situations
Minimum Education	Graduation from high school or possession of a GED Certificate including courses in biology, chemistry or related sciences.
Minimum Experience	One year of experience in a medical environment including working with computers.
Equivalency	Recent completion of phlebotomy or medical assistant training may be substituted for the minimum experience requirement.
Licensure and Certification	Must meet CLIA requirement for specific job duties at time of application.