

## UW HEALTH JOB DESCRIPTION

### Laboratory Assistant (Float & Weekender)

<b>Job Code:</b> 530025, 530028, 530029	<b>FLSA Status:</b> Non-Exempt	<b>Mgt. Approval:</b> A. Stilp	<b>Date:</b> June 2024
<b>Department:</b> Laboratory		<b>HR Approval:</b> S. Whitlock	<b>Date:</b> June 2024

### JOB SUMMARY

The UW Health Laboratory Assistant works under the general supervision of their leader to collect and process laboratory specimens. Under supervision, the Laboratory Assistant completes competency-based training checklists to maintain College of American Pathologists and/or Clinical Laboratory Improvement Amendments compliance. This is a dual role that will focus on Phlebotomy duties and Specimen Control & Receiving duties at various clinic locations. Organizational skills, attention to detail, reliability, and ability to prioritize are essential to successful performance. Effective communication skills are required during interaction with clinical staff and physicians. This position operates under general supervision and requires a high degree of organizational skills and the ability to manage multiple competing priorities.

### MAJOR RESPONSIBILITIES

- Routine and specialized phlebotomy procedures on patients of all ages.
- Patient check-in and order entry of laboratory tests in the laboratory information system.
- Limited waived testing (ex. Rapid strep, urine dip testing, urine pregnancy) that requires minimal interpretation and judgment.
- Prepare specimens for sending to reference labs for testing to be completed.
- Select appropriate site for venipuncture (arm, hand, leg, ankle, or foot), assemble equipment and collect specimen(s) using correct order of draw and according to policy and procedure.
- Use proper cleansing and aseptic technique to collect blood cultures.
- Collect capillary specimens via skin puncture of finger or heel into capillary tube or Microtainer.
- Always verify pediatric orders and minimum blood volumes prior to collection from pediatric patient.
- Utilize pain abatement or distraction techniques. If available, use Child Life services appropriately when working in the Outpatient setting.
- Collect specimen(s) requiring special techniques including research kits, syringe collection, tolerance tests and etc.
- Recognize the need for patient medical assistance and call for the correct Response Team to accurately assess and care for the patient.
- Practice universal safety precautions according to Infection Prevention policy and procedures at all times.
- Monitor work queues and results, as applicable.
- Report results to ordering source using laboratory computer and/or telephone. Call and document critical results as specified by laboratory policy.
- Perform and document routine instrument maintenance on select laboratory equipment.
- Perform and document required quality control activities, such as internal and external controls, patient sample comparisons, and proficiency testing.
- Troubleshoot laboratory equipment and document errors.
- Communicate supply needs as applicable.
- Receive specimens and carefully check paperwork for accuracy and completeness, including documentation of medical necessity. Contact ordering source if any information is incomplete.
- Monitor specimen identification, resolve problems, and complete documentation, as necessary.
- Enter or release patient test orders using the laboratory information system. Use established policies and procedures for specimen acceptability and troubleshoot or clarify questions regarding specimen integrity.
- Supply patients with proper collection supplies (ex., 24-hour urine containers and occult blood collection kits).
- Respond to telephone requests regarding add on tests, patient results, and department procedures. Refer to Leader as necessary.
- Provide assistance with teaching blood collection procedures using training checklists.
- Provide training support for other employees as needed.
- Perform additional duties as assigned.

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.**

### JOB REQUIREMENTS

Education	Minimum	High school diploma or equivalent.
	Preferred	Completion of accredited Phlebotomy Training program and clinical rotation.
Work Experience	Minimum	Six (6) Months of Phlebotomy and Specimen Processing Experience
	Preferred	One (1) year of experience in phlebotomy and processing
Licenses & Certifications	Minimum	
	Preferred	Phlebotomist (American Society for Clinical Pathology) or equivalent Medical Laboratory Assistant (MLA) certification (American Society for Clinical Pathology) or equivalent

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Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> <li>Tolerance of an acute care setting</li> <li>Ability to work independently</li> <li>Knowledge of medical terminology related to blood collection</li> <li>Strong attention to detail</li> <li>Demonstrated skill with laboratory information systems</li> <li>High level written and oral communication skills and the ability to maintain good interpersonal relationships with co-workers and clients.</li> <li>Ability to organize and prioritize work.</li> <li>Competence in problem identification and resolution.</li> <li>Knowledge of laboratory medicine and universal precautions preferred.</li> </ul>				
<b>AGE SPECIFIC COMPETENCY (Clinical jobs only)</b>					
Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage, and treat patients.					
<b>Instructions:</b> Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,					
<input checked="" type="checkbox"/> Infants (Birth – 11 months)	<input checked="" type="checkbox"/> Adolescent (13 – 19 years)				
<input checked="" type="checkbox"/> Toddlers (1 – 3 years)	<input checked="" type="checkbox"/> Young Adult (20 – 40 years)				
<input checked="" type="checkbox"/> Preschool (4 – 5 years)	<input checked="" type="checkbox"/> Middle Adult (41 – 65 years)				
<input checked="" type="checkbox"/> School Age (6 – 12 years)	<input checked="" type="checkbox"/> Older Adult (Over 65 years)				
<b>JOB FUNCTIONS</b>					
Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.					
<b>PHYSICAL REQUIREMENTS</b>					
<b>Indicate the appropriate physical requirements of this job during a shift.</b> <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>					
<b>Physical Demand Level</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 45%; border: none;"></th> <th style="width: 15%; border: 1px solid black; text-align: center; padding: 5px;"><b>Occasional</b> Up to 33% of the time</th> <th style="width: 15%; border: 1px solid black; text-align: center; padding: 5px;"><b>Frequent</b> 34%-66% of the time</th> <th style="width: 25%; border: 1px solid black; text-align: center; padding: 5px;"><b>Constant</b> 67%-100% of the time</th> </tr> </table>		<b>Occasional</b> Up to 33% of the time	<b>Frequent</b> 34%-66% of the time	<b>Constant</b> 67%-100% of the time
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<input type="checkbox"/> <b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers, and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in performing job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%; border: none;"></td> <td style="width: 15%; border: 1px solid black; text-align: center; padding: 5px;"><b>Up to 10#</b></td> <td style="width: 15%; border: 1px solid black; text-align: center; padding: 5px;"><b>Negligible</b></td> <td style="width: 25%; border: 1px solid black; text-align: center; padding: 5px;"><b>Negligible</b></td> </tr> </table>		<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
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<input checked="" type="checkbox"/> <b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%; border: none;"></td> <td style="width: 15%; border: 1px solid black; text-align: center; padding: 5px;"><b>Up to 20#</b></td> <td style="width: 15%; border: 1px solid black; text-align: center; padding: 5px;"><b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls</td> <td style="width: 25%; border: 1px solid black; text-align: center; padding: 5px;"><b>Negligible</b> or constant push/pull of items of negligible weight</td> </tr> </table>		<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
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<input type="checkbox"/> <b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%; border: none;"></td> <td style="width: 15%; border: 1px solid black; text-align: center; padding: 5px;"><b>20-50#</b></td> <td style="width: 15%; border: 1px solid black; text-align: center; padding: 5px;"><b>10-25#</b></td> <td style="width: 25%; border: 1px solid black; text-align: center; padding: 5px;"><b>Negligible-10#</b></td> </tr> </table>		<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
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<input type="checkbox"/> <b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%; border: none;"></td> <td style="width: 15%; border: 1px solid black; text-align: center; padding: 5px;"><b>50-100#</b></td> <td style="width: 15%; border: 1px solid black; text-align: center; padding: 5px;"><b>25-50#</b></td> <td style="width: 25%; border: 1px solid black; text-align: center; padding: 5px;"><b>10-20#</b></td> </tr> </table>		<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
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<input type="checkbox"/> <b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%; border: none;"></td> <td style="width: 15%; border: 1px solid black; text-align: center; padding: 5px;"><b>Over 100#</b></td> <td style="width: 15%; border: 1px solid black; text-align: center; padding: 5px;"><b>Over 50#</b></td> <td style="width: 25%; border: 1px solid black; text-align: center; padding: 5px;"><b>Over 20#</b></td> </tr> </table>		<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
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<b>Other</b> - list any other physical requirements or bona fide occupational qualifications not indicated above:					

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.