

UW HEALTH JOB DESCRIPTION

LAB POINT OF CARE COORDINATOR

Job Code: 530007

FLSA Status: Non-Exempt

Mgt. Approval: M Marggi

Date: May 2022

Department: Laboratory Services

HR Approval: A Phelps
Revolinski

Date: May 2022

JOB SUMMARY

UW Health Clinical Laboratory is a comprehensive provider of laboratory testing, expert medical interpretation of specimens and innovation in laboratory technology. The laboratories play an essential role in the quality and safety of patient care by providing accurate diagnostic and treatment information to caregivers and patients.

The Lab Point of Care Coordinator is a lead position within the Clinical Laboratory that is responsible for the coordination of point of care testing. This support crosses multiple laboratory and clinic locations. Lab Point of Care Coordinator provides technical resources and daily direction to nurses, medical assistants, respiratory therapists, and pharmacists with regard to laboratory policies and procedures and regulatory requirements. The Lab Point of Care Coordinator assures quality testing and accurate test performance through operator training, competency assessment, equipment monitoring, equipment maintenance and troubleshooting, quality control review, and proficiency testing. Incumbents operate under general supervision.

MAJOR RESPONSIBILITIES

A. POCC Responsibilities

1. Provides technical oversight for Point of Care testing performed throughout UW Health to meet/exceed accreditation standards.
2. Ensures that the test systems are properly functioning. Maintains, troubleshoots and takes corrective action with equipment as needed.
3. Works with nursing, physicians, employees and management as needed to ensure Point of Care testing is running efficiently and effectively.
4. Travel to each site at least semi-annually.
5. Coordinate training assessments. Develop and maintain teaching / training materials.
6. Coordinate competency assessment. Develop and maintain competency assessment materials.
7. Provide primary support for on-site inspections and surveys. Participate in inspection readiness and tracer activities for appropriate regulatory and accreditation agencies.
8. Write and maintain current procedure manual(s) in area(s) of expertise using an approved format. Assist with development, maintenance and control of laboratory policies and procedures.
9. Provide data to assist manager with the development of the budget. Monitor expenses as requested.
10. Provide leadership for the testing, interpretation and reporting of results.
11. Review quality control for problem identification and troubleshooting. Use quality control statistics and control procedures such as comparison between methods and results from proficiency testing to identify and or correct performance problems.
12. Develop and oversee validation/verification studies for new instruments, methods and tests.
13. Receive and review proficiency testing (PT) scores and evaluations. Facilitate corrective action and training related to PT failures. Counsel and educate staff related to PT failure.
14. Responsible for staying current with new technologies and methodologies. Make recommendations to management or Service Team.
15. Assist with maintaining inventory and supplies for the Point of Care testing.
16. Assist with the purchasing functions (interact with purchasing, write specifications, call companies, research and evaluate products).
17. Provide support for point of care related information systems, including implementation and validation of new middleware/software/test systems/firmware.
18. Monitor POC middleware and software systems for errors.
19. Review and respond to service now tickets related to POC instrumentation.

B. General Laboratory Responsibilities

1. Follows guidelines related to Health insurance Portability and Accountability Act, designed to prevent or detect unauthorized disclosure of Protected Health Information.
2. Promotes culture of safety for patients through proper identification, proper reporting, documentation and prevention of medical errors in a non-punitive environment.
3. Participates in the teaching/training of staff and students (e.g. Clinical Laboratory Science students, residents, new employees, others).
4. Communicate regularly with managers to relay problems or concerns.
5. Assist in the total quality management in all aspects of training, testing and quality review. Assist in quality assurance and proficiency testing activities.
6. Attend appropriate meetings as assigned
7. Participates in continuing education.

C. Perform additional duties as assigned.

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

JOB REQUIREMENTS

Education	Minimum	Bachelor's degree in a chemical, physical, biological or clinical laboratory science, or medical technology. Or Bachelor's degree must include minimally 60 semester hours or equivalent, that includes either: <ul style="list-style-type: none"> • 24 semester hours of medical laboratory technology courses OR • 24 semester hours – 6 chemistry, 6 biology <u>and</u> 12 chemistry, biology, medical laboratory technology in any combination
	Preferred	Bachelor's degree in Clinical Laboratory Science (CLS). Master's degree in Clinical Laboratory Science (MLS) or related science or healthcare field
Work Experience	Minimum	Two years' experience in a clinical laboratory with emphasis on skills related to work area.
	Preferred	Three years' experience in a clinical laboratory with emphasis on skills related to work area
Licenses & Certifications	Minimum	
	Preferred	Certification (Medical Laboratory Scientist, Chemistry, Hematology, Microbiology, Technologist in Blood Bank, Molecular Biology) by the board of American Society of Clinical Pathologists or equivalent
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Demonstrated strong organizational skills with ability to work in a fast-paced environment independently or as part of a team • Strong verbal, written and interpersonal communication skills • Strong attention to detail • Demonstrated strong analytical skills • Demonstrated strong problem-solving skills • Knowledge of quality control, quality assurance principles and proficiency testing procedures • Demonstrated skill with laboratory information systems • Demonstrated leadership skills • Knowledge of The Joint Commission, College of American Pathologists and Clinical Laboratory Improvement Amendments regulations related to work area • Knowledge of adult training methods

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: 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)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, 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 carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
X Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.	Up to 20#	Up to 10# or requires significant	Negligible or constant push/pull of items of

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	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.		walking or standing, or requires pushing/pulling of arm/leg controls	negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:				

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.