

## UW HEALTH JOB DESCRIPTION

### SPECIMEN CONTROL & RECEIVING TECHNICIAN

<b>Job Code: 510021</b>	<b>FLSA Status: Non-Exempt</b>	<b>Mgt. Approval: M. Marggi</b>	<b>Date: August 2019</b>
<b>Department : Laboratory Services</b>		<b>HR Approval: J. Tokarski</b>	<b>Date: August 2019</b>

### JOB SUMMARY

The UW Health Specimen Control & Receiving Technician is responsible for receiving specimens and research kits into the laboratory, checking specimens and requisitions for correct labeling and appropriateness, entering tests into the Laboratory Information System, processing specimens, and loading them onto instruments or directing them to the appropriate workstation, technologist, or storage area. In addition, the Technician is also responsible for daily checklist duties which may include basic instrument maintenance (temperatures, monitoring reagents) and clerical duties (filing, mailing, faxing).

Problems encountered are of a moderate degree of complexity but may require innovation because reference sources and subject matter experts are not always readily available.

Depending on the laboratory, the incumbent may interact daily with pathologists, residents, physicians, technologists, clinical staff, nursing unit personnel, couriers, outside clients and patients. Decisions are made in consultation with technical staff or the Laboratory Manager. This position operates under general supervision and requires a high degree of organizational skill and ability to multi-task.

### MAJOR RESPONSIBILITIES

- A. Specimen Receipt and Processing
  1. Receive specimens and carefully check paperwork for accuracy and completeness, including documentation of medical necessity. Contact ordering source if any information is incomplete.
  2. Monitor specimen identification using the laboratory's specimen identification policies. Resolve problems and complete documentation as required.
  3. Process test requests with accompanying specimens and enter orders as required. Use established policies and procedures for specimen acceptability and troubleshoot or clarify questions regarding specimen integrity.
  4. Process specimen using established policies and procedures.
  5. Prepare and return blood components and tissues following patient and product identification procedures.
  6. Troubleshoot laboratory's defined equipment and document system error codes.
  7. Respond to telephone requests regarding add on tests, patient results, availability of products, and department procedures. Refer calls to medical technologists/medical laboratory technicians when appropriate.
  8. Practice universal safety precautions according to Infection Control policy and procedures at all times (e.g. use of gloves, lab coat, and other Personal Protective Equipment).
  9. Monitor internal and external lab test work queues and results, as applicable.
  10. Perform waived tests according to laboratory procedure.
- B. Instrument Maintenance and Clerical Duties
  1. Retrieve lab computer reports as necessary.
  2. Operate pneumatic tube system as needed.
  3. Complete daily checklists, instrument logs, and restock and order supplies as necessary.
  4. Perform routine equipment maintenance, including decontamination and cleaning, as required.
- C. Training
  1. Train other laboratory staff, students, and other healthcare professionals within the scope of their responsibilities.
  2. Communicate training needs and materials to manager.
- D. Performs 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	Some post-secondary education in a healthcare or a related science field that may include course work in Medical Laboratory Technician, Cytotechnologist, Histotechnician or Medical Laboratory Scientist degree/certification.
Work Experience	Minimum	Six months experience in lab, healthcare, customer service or data entry role
	Preferred	One-year healthcare or lab related work experience
Licenses & Certifications	Minimum	
	Preferred	Medical Laboratory Assistant (MLA) certification (American Society for Clinical Pathology) or equivalent
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>High level communication skills and the ability to maintain good interpersonal relationships with co-workers and clients.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Ability to organize and prioritize work.</li> <li>• Competence in problem identification and resolution.</li> <li>• Ability to work independently.</li> <li>• Knowledge of laboratory medicine and universal precautions preferred.</li> <li>• Knowledge of medical terminology 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,			
<b>X</b>	Infants (Birth – 11 months)	<b>X</b>	Adolescent (13 – 19 years)
<b>X</b>	Toddlers (1 – 3 years)	<b>X</b>	Young Adult (20 – 40 years)
<b>X</b>	Preschool (4 – 5 years)	<b>X</b>	Middle Adult (41 – 65 years)
<b>X</b>	School Age (6 – 12 years)	<b>X</b>	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>			
Indicate the appropriate physical requirements of this job in the course of a shift. <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>		<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	
	<b>Sedentary:</b> 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.	<b>Up to 10#</b>	<b>Negligible</b>
<b>X</b>	<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.	<b>Up to 20#</b>	<b>Negligible</b> or constant push/pull of items of negligible weight
	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>
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.