

Classification Title: Laboratory Technician

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Act as phlebotomist for patients obtaining specimens, processing samples obtained appropriately, recording and reporting testing results as requested or required. On occasion, performing moderate complexity testing if qualified according to CLIA.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Obtains samples for routine and stat testing which could include venous and/or capillary blood specimens and other body fluids through venipuncture, fingersticks or heel sticks obtaining required sample volumes in appropriate storage devices, maintaining all protocols and procedures for collection and storage.
2	L	Processes and packages clinical specimens for transport to appropriate testing agencies.
3	L	Enters data on test samples and results as they become available in appropriate medical record. Verifies appropriate tests are ordered and that orders are closed upon completion.
4	L	Performs occasional moderate complexity testing on samples (if qualified according to CLIA) using instrumentation and standardized procedures. Maintains quality control of all samples and equipment.
5	L	Cleans spills and maintains facility according to local, state and federal guidelines. Inventories supplies and orders supplies and equipment accordingly.

CLASSIFICATION REQUIREMENTS:

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Education	High school diploma.
Experience	One year related lab experience.
Equivalent Education & Experience Accepted?	Yes
Certification and Other	Completion of an accredited phlebotomy program.

Requirements	
Reading	Intermediate
Math	Intermediate
Writing	Intermediate
Managerial	Receives General Direction.

CLASSIFICATION REQUIREMENTS	
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship and may involve contact with others outside of the direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Laboratory testing equipment, computers, printers and related software

PRIMARY WORK LOCATION	
Office Environment	Shop
X Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Personal protective equipment, gloves, eye protection