

WESTERN U. P. HEALTH DEPARTMENT

JOB DESCRIPTION

JOB TITLE:	LAB MEDICAL ASSISTANT
DIVISION/DEPARTMENT:	Ancillary Services
REPORTS TO:	Director of Ancillary Services

The Western Upper Peninsula Health Department Regional Laboratory is a medium volume, high complexity laboratory established to increase public health testing capacity within the State of Michigan. We perform Immunoassay and Molecular testing in the fields of microbiology, diagnostic immunology, and chemistry.

POSITION SUMMARY:

Under the supervision of the Director of Ancillary Services, the Laboratory Medical Assistant is responsible for collection and handling of patient specimens for submission to the WUPHD Regional Public Health Laboratory.

ESSENTIAL FUNCTIONS:

The Laboratory Medical Assistant supports the Laboratory Testing personnel in the following capacity:

1. Adhere accurately to established procedures and demonstrate competency in proper specimen collection techniques, including: venipuncture, skin puncture, throat swab collection, nasal pharyngeal swab, DOT and other urine collection.
2. Follow established guidelines to transfer, preserve, and store patient specimens.
3. Using defined procedures, properly document and deliver laboratory specimens from patients of all ages (i.e. blood, urine, feces, body fluids, etc.) to the laboratory on a timely basis in order to meet expected turn-around times.
4. Maintain supplies, restock pick-up trays, pick-up carts and storage areas. Assure the cleanliness of the specimen procurement areas and equipment by following established aseptic protocols and safety guidelines.
5. Understand chain of custody processes (documentation, labeling, and storage requirements); testify regarding chain of custody as needed.
6. Accurately enter orders and collection information into LIS and subsystems.
7. May perform routine waived testing following demonstrated competency assessment.
8. Measure and aliquot timed urine specimens or other body fluids as required.
9. Adhere to laboratory safety standards, keep work areas clean, use appropriate PPE and follow hand hygiene guidelines.
10. Answer phone, schedule/register patients, and order laboratory tests as required.
11. Maintain positive professional relationships with customers and laboratory staff through courteous, efficient and appropriate verbal and written communication.
12. Comply with WUPHD guidelines of conduct and job performance.

13. Participate in training programs to further skill development.
14. Perform other duties as assigned by department supervisor or director.

JOB QUALIFICATIONS

1. Graduate of a Phlebotomy Technician program/Certification in Phlebotomy by AMT or NCCT or Graduate of a Medical Assistant CAAHEP or ABHES approved program.
2. Must demonstrate competency in patient specimen collection techniques.
3. Strong medical terminology skills.
4. Strong organizational and interpersonal skills.
5. Ability to use computer programs or become proficient with eClinicalworks EMR and LIS.
6. Must demonstrate excellent customer service skills, working with all age groups.
7. Must be competent with Microsoft office applications.
8. High level of accuracy and attention to detail required.

SPECIAL PHYSICAL AND PSYCHOLOGICAL DEMANDS:

- Must be able to see at a near normal vision acuity level.
- Must be able to speak and hear normal speech and sounds.
- Must be able to continually use one or both hands.
- Must be able to read and comprehend instructions and other materials.
- Must have the ability to pay attention to detail and be accurate.
- Frequent and prolonged periods of walking, standing, sitting, talking.
- Frequent bending, stooping, twisting, kneeling, squatting.

WORK ENVIRONMENT & HAZARDS:

- Western UP Health Department is a Biological Safety Level 2 laboratory that works with agents associated with human diseases that pose a moderate health hazard.
- Laboratory testing personnel conduct procedures that may cause infection from aerosols, splashes, or spills.
- Personnel working in BSL-2 labs are expected to take care to prevent injuries such as cuts and other breaches of the skin, as well as ingestion and mucous membrane exposures.
- Depending on activity, personnel are expected to wear appropriate personal protective equipment (PPE), including lab coats and gloves. Eye protection, masks or respirators and face shields can also be worn, as needed.
- Must observe universal precautions.

CLASSIFICATION: Non-exempt, Non-bargaining

ADMINISTRATIVE GRADE: A-8

SUPERVISES: This position does not supervise any employees.

APPROVED BY:

DATE:

Health Officer/Administrator

The statements in this job description are not intended and should not be construed to be an exhaustive list of all duties, responsibilities, skills, efforts, or working conditions associated with this job. They are intended to reflect principal job elements and describe the general nature and level of work performed by people assigned to the job.