



Position Title:	Clinical laboratory Scientist
Department:	Adlera Laboratory
Supervisor:	Lab Manager
Responsibilities:	None
FLSA Status:	Non-Exempt

### **Summary:**

Under the general supervision of the Laboratory Manager, employee performs and interprets routine and complex laboratory examinations in a **high complexity** (CLIA) environment. Assesses and verifies the validity of these results before releasing them to the providers. Assist in the development and writing new procedures and techniques. Perform related duties incidental to the work described herein. Actively participates in quality improvement for department efficiency

### **All employees will exhibit the following behavioral traits:**

#### *Integrity and Trust*

Individual is widely trusted and can present information and discuss situations in an appropriate and helpful manner, keeps confidences, admits mistakes, doesn't misrepresent him/herself for personal gain. Is respectful in action and communication with clients, patients and staff.

#### *Mission Integration*

Adheres to the organization's mission during times of ease or challenge, is dedicated to the expectations and requirements of the mission and vision, acts in line with the values identified by Alluvion Health.

#### *Team Relations*

Understands and supports the team approach and integrated model of Alluvion Health. Is seen as a team player, cooperative and supportive of his/her coworkers, practices what he/she preaches. Can be candid with peers and fosters open dialogue. Creates a feeling of belonging on the team and holds self and team accountable to those behaviors.

### **Essential Job Responsibilities:**

1. Creates and maintains respectful rapport with patients;

2. Provides excellent customer service;
3. Utilizes the electronic medical record system on a daily basis;
4. Maintains confidentiality of sensitive information according to HIPAA;
5. Establishes and maintains productive working relationships with fellow employees, supervisors;
6. Participates in quality improvement programs and activities;
7. Performs duties efficiently and effectively;
8. Follows organization policies and procedures;
9. Responsible for general clerical duties of the clinic;
10. Responsible for completing various special projects/events, which may require reviewing and analyzing information, identifying problems, recommending solutions and writing reports;
11. Performs a variety of other duties as assigned; which may include but are not limited to: directing or participating in special projects and events, conducting research, representing Alluvion at meetings and conferences, and attending continuing education and training events.

### **Knowledge, Skills and Abilities:**

#### *Knowledge and understanding of:*

- Knowledge of general laboratory processes and procedures comprising all departments including automated and manual methods;
- Knowledge and understanding of quality control and quality assurance standards and procedures including Proficiency Testing;
- Knowledge for use and maintenance of laboratory equipment;
- Knowledge of safety and infection control regulations;
- Basic computer data entry;
- Electronic Medical Record systems;
- Cultural sensitivity;
- HIPAA Privacy and Security Rules.

#### *Skills in:*

- Customer service;
- Written and verbal communication;
- Time management and organization;
- Computer use to manage data to meet essential job requirements;
- Microsoft Excel, Word, Outlook, Windows, Internet.

#### *Ability to:*

- Ability to work with minimal direct supervision;
- Ability to exercise independent judgement, decision making and discretion in reporting patient results;
- Ability to organize workload to produce optimum productivity;
- Ability to perform in a competent manner in all assigned departments;

- Ability to perform specimen collection involving phlebotomy, culture collection and/or assisting providers with bone marrows. This will involve patients ranging in age from neonates to elderly;
- Ability to communicate effectively with other staff members in an oral or written format;
- Ability to read, write, speak, analyze, interpret and understand the English language with sufficient proficiency to understand:
  1. Operating instructions and procedure manuals
  2. Specimen processing instructions and data analysis
  3. Handbooks, policy and related documents;
- Ability to discriminate color for cellular and color producing analyte recognition;
- Ability to demonstrate manual dexterity to handle devices and specimens in a rapid but safe manner;
- Ability to communicate with staff and patients in accordance with their education level and understanding;
- Ability to interact with computer directed devices using keyboards, mouse, software and related devices to access the Laboratory Information System (LIS) and other computer directed equipment;
- Ability and willingness to assist in the development and writing of new procedures and techniques;
- Ability and willingness to participate in Proficiency Testing and educational activities to keep abreast of changes and suggest need for further training.

### **Education/Experience/Qualifications:**

#### *Education/Training:*

- Minimum of High School Diploma or equivalent
- BA or BS degree from an accredited college or university in Medical Technology or related field along with the successful completion of a clinical internship (NAACLS accredited or equivalent).

### **Language Skills:**

Fluent in the English language. Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints.

### **Physical Requirements:**

- Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee is regularly required to sit and use hands and fingers to provide care to patients and operate computer;
- Frequently is required to reach with hands and arms;
- Must occasionally lift and/or move up to 40 pounds while transporting equipment and supplies;

- Specific vision abilities required by this job include close vision and looking into monitors for extended periods of time and ability to adjust focus which permits the employee to perform computer procedures, and to produce and review a wide variety of documents, correspondence, reports and related materials in both electronic and printed form;
- Clarity of speech and hearing that permits the employee to communicate well with others;
- Mobility that permits the employee to move about in a variety of building settings; Personal mobility that permits the employee to enter, operate and exit motor vehicles and travel to other clinic sites.

**Working Conditions:**

- Work indoors in climate-controlled environment 95% of the time.
- OSHA Exposure Category #1 (*The normal work routine involves exposure to blood, body fluids, or tissues, but exposure or potential exposure may be required as a condition of employment.*)

**Work Hours:**

- Full-time, Non-exempt. Typically, a 40-hour workweek.

**Comments:**

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned, and management retains the right to add or change the duties at any time.

Employee Signature	Date
Immediate Supervisor	Date
Human Resources Signature	Date