



DIVISION SCOPE OF SERVICE

Division: FAR WEST
DHP Classification: LABORATORY ASSISTANT
Name of Dependent Healthcare Professional (DHP):
Laboratory Assistant: The Laboratory Assistant must have equivalent qualifications and competence as employed individuals performing the same or similar services at the facility.
Definition of Care or Service: The Laboratory Assistant receives and prepares specimens for process which helps physicians diagnose diseases. Scope of service may include: <ul style="list-style-type: none"> • Maintaining Gross Room through stocking, cleaning, specimen disposal, and temperature charts etc. • Demonstrates Clinical and Service excellence behaviors to include code of HCA conduct core fundamentals in daily interactions with patients, families, co-workers and physicians.
Setting(s): Healthcare facilities including but not limited to hospitals, Lab, outpatient treatment facilities, imaging centers, and physician practices. Willing/able to work with biohazardous specimens and a variety of chemicals.
Supervision: <ul style="list-style-type: none"> • Supervision by the department manager, Pathologists and Pathologists Assistant • Supervision by Microbiology lab supervisor and PM Shift Supervisor
Evaluator: Department director or designee in conjunction with supervising pathologist.
Qualifications: <ul style="list-style-type: none"> • High School Diploma or equivalent
State Requirements: <ul style="list-style-type: none"> •
Experience: Experience in medical field preferred
Competencies: The Lab Assistant will demonstrate: <ul style="list-style-type: none"> • Safe and effective operation of pathology equipment <ul style="list-style-type: none"> ◦ Maintains slide and block files/discard biohazardous waste as directed • Maintains gross room- clean stock with supplies, change stains as required, assist in saving discarding specimens, monitor gross room equipment and alert PA if malfunction is noticed. • Maintains confidentiality • Works very closely with the Pathologists Assistant as well as the Pathologist; assisting with specimens as necessary, including labeling of cassettes and filling out histology worksheets. • Monitors surgery schedule and maintains gross room log sheets, labels, forms etc. • Follows hospital policies and procedures • Respect his/her work space • Treat others with respect and courtesy • Follows through with tasks/problems and gives necessary feedback • Promptly investigates and follows up on unusual incidents and communicates with supervisors • Assist Microbiology Lab Supervisor and staff and PM Shift Supervisor with daily routines. • Be responsible for supplies (ordering, unpacking, recording, dating, putting away, inventorying, etc) • Be responsible for specimen processing including culture set-ups and staining smears.



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- Performs quality control under the direction of a CLS, e.g. but CLS must standardize inoculums, read and record biochemical reactions and zone sizes.
- Process MicroScan WalkAway-40 panels and enter/remove them from the machine.
- Enter/remove BACTEC bottles from the BACTEC 9240/9120 and subculture under the direction of a CLS.
- Perform clerical skills such as filing, answering phone, etc.
- Process result notifications as directed by a CLS to Nurses, Nurse Epidemiologist and Physician.
- May be required to adjust schedule as required by supervisors to meet the needs of the lab.
- Other projects assigned by supervisors.
- Infection Prevention
 - Practices consistent hand hygiene
 - Uses personal protective equipment (PPE)
 - Required immunizations per DHP Division requirements
 - Complies with Isolation precautions

References:

DHP Printed Name: _____ DHP Signature: _____

Company/Vendor: _____ Date: _____