

DIVISION SCOPE OF SERVICE

Division: NORTH TEXAS
Classification: LABORATORY ASSISTANT
Applicant Name:

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: - 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: - 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.
Tier Level: 2 eSAF Access Required: YES
Qualifications: High School Diploma or GED NOTE: Where education may not be defined in qualifications area of the Scope, HCA requires the highest level of education completed (not training or courses) confirmed on your background check.
State Requirements: N/A
Experience: - N/A Preferred Experience: - Experience in medical field preferred
Competencies: The Lab Assistant will demonstrate: - Safe and effective operation of pathology equipment - 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

DIVISION SCOPE OF SERVICE

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.
- 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) when required
 - Required immunizations per Division requirements
 - Complies with Isolation precautions
 - Maintains sterile field

References:

Your signature confirms you will be able to comply with the Qualifications and Competencies listed within this Scope of Service and that you will confirm education via your background check.

Applicant Printed Name: _____

Signature: _____

Date: _____