



**JOB TITLE:** Laboratory Assistant  
**REPORTS TO:** Laboratory Services Manager  
**FLSA STATUS:** Non-exempt  
**JOB OVERVIEW:** Performs phlebotomy and associated activities in a manner that maintains high quality patient care.

**ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:**

1. Obtain blood specimens by performing venipunctures and fingersticks.
2. Perform laboratory testing procedures which may include pre-analytic, analytic and post analytic phases.
3. Accurately enter patient information into laboratory information system and label specimens correctly.
4. Perform specifically defined specimen testing per state and manager direction.

**ADDITIONAL RESPONSIBILITIES:**

1. Work as a team member within the laboratory department and all other departments.
2. Adhere to employer work practices as described in TDC Occupational Exposure Plan policy.
3. Document work processes as required.
4. Perform other duties as assigned.

**QUALIFICATIONS:**

**Education:** High school diploma or equivalent.  
Completion of an accredited medical assistant or phlebotomy course preferred.  
**Certification/Licensure:** CPR certification for *Health Care Providers*.  
State of Washington Medical Assistant-Phlebotomist certification  
**Experience:** Minimum 1 year experience in phlebotomy.

**Skills:**

1. Ability to obtain blood specimens as required for testing.
2. Basic computer skills.
3. Highly detail oriented; able to prioritize work load.

**Other Requirements:**

1. Requires ability to work in a fast paced environment.
2. Must be able to effectively cope with typical job stress.
3. Ability to communicate effectively in the English language in person, by phone and in writing.
4. Maintain current CPR.
5. Maintain current State of Washington Medical Assistant-Phlebotomist certification.
6. Requires adherence to all policies and procedures, including but not limited to standards for safety, attendance, punctuality and personal appearance.
7. Ability to maintain effective working relationship with patients, co-workers and management.
8. Ability to take direction and conduct self in a professional manner.

Physical Requirements:

Hearing: Adequate to perform job duties in person and over the telephone.

Speaking: Must be able to communicate clearly to physicians, patients and multiple personnel in person and over the telephone.

Vision: Visual acuity adequate to perform job duties, including reading information from printed sources and computer screens. Must meet certification by colorblind standards.

Other: Will be working with potentially hazardous chemicals, exposure to patient body fluids.

Requires frequent lifting and carrying items weighing up to 40 pounds unassisted.

Requires frequent bending, reaching, repetitive hand movements, standing, walking, squatting and sitting, with some heavy lifting, pushing and pulling exerted regularly throughout a regular work shift. Requires exposure to communicable diseases and/or bodily fluids.

The above is intended to describe the general content and requirements for the performance for this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read the Laboratory Assistant job description and understand the functions and objectives of the position.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THE DOCTORS CLINIC IS AN EQUAL OPPORTUNITY EMPLOYER**

Last update: 02/2014