

THE DOCTORS CLINIC

Excellence in Patient Care

JOB TITLE: Laboratory/X-ray Assistant
REPORTS TO: Laboratory Services Manager
FLSA STATUS: Non-exempt
JOB OVERVIEW: Performs phlebotomy, minor x-ray procedures 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 x-rays per state and manager direction.
5. Perform specifically defined specimen testing per state and manager direction.

ADDITIONAL RESPONSIBILITIES:

1. Work as a team member within the laboratory and x-ray departments and all other departments.
2. Maintain small x-ray department including record keeping, developing films, filing and distributing reports.
3. Adhere to employer work practices as described in TDC Occupational Exposure Plan policy.
4. Document work processes as required.
5. 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*.

Experience: Minimum 1 year experience in phlebotomy and minor x-ray procedures.

Skills:

1. Ability to obtain blood specimens as required for testing and take limited view radiographs.
2. Basic computer skills.
3. Highly detail orientated, 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. Maintain current State of Washington Health Care Assistant Category A certification and State of Washington Radiology Technician certification.
5. Requires adherence to all policies and procedures, including but not limited to standards for safety, attendance, punctuality and personal appearance.

6. Ability to maintain effective working relationship with patients, co-workers, and management.
7. 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, and 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 Lab/X-ray Assistant job description and understand the functions and objectives of the position.

Employee Signature: _____ Date: _____

THE DOCTORS CLINIC IS AN EQUAL OPPORTUNITY EMPLOYER