Laboratory Assistant/Phlebotomist PRN

Adair County Health System is searching for a Laboratory Assistant. This position collects blood specimens from patients vital for the diagnosis and treatment of disease as appropriate for patient age to include neonatal, infant, child, adolescent, adult and geriatric adult. Under general supervision, performs moderate complexity laboratory procedures in a timely and accurate manner according to established hospital and departmental policies and procedures.

- Demonstrates ability to consistently meet the department work schedule.
- Obtains/collection specimens for laboratory testing, including, but not limited to: blood, urine, sputum and throat swabs. Seeks assistance appropriately.
- Checks test requisition to assure correctness and completeness prior to collecting samples. Verifies positive patient identification.
- Performs venipunctures, fingersticks and arterial punctures using aseptic technique and in accordance with Hospital procedures. Ensures that specimen requirements are met at the time of collection and maintains specimen integrity.
- Properly labels specimens.
- Performs routine and laboratory analysis. Recognizes test inconsistencies and takes appropriate corrective action. Calls critical test results to physicians and/or nursing personnel according to established criteria. Prepares test reports in a clear, concise and timely manner, initialing and dating own work performed.
- Runs quality control tests according to procedure and maintains appropriate data recording. Analyzes quality control data and takes appropriate corrective action when results are outside acceptable limits. Resolves or reports and seeks assistance in resolving, out-of-control laboratory test situations.
- Performs preventative maintenance on laboratory equipment, documenting all instrument checks, problems and corrective actions taken. Recognizes, analyzes and takes corrective action to resolve instrument/clinical problems.
- Maintains awareness of, and complies with, applicable laws and/or regulations affecting the laboratory.
- Maintains awareness of own safety in carrying out duties and responsibilities. Adheres to universal precautions and infection control policies and procedures. Keeps own work area neat, clean and professional in appearance.
- Maintains patient confidentiality and uses discretion in patient interactions.
- Understand and abide by the ACHS Standards of Behavior, confidentiality statement, EMTALA guidelines and general hospital policies, procedures and related practices.
- Follows established departmental policies, procedures and standard work.
- Works independently, organizing work to meet established deadlines.
- Uses excellent customer service skills by greeting patient, identifying self and explaining procedure to patients. Listens to and acknowledges patient concerns prior to performing venipuncture.
- Operates laboratory information system; performs computer data entry and other clerical tasks as required.
- Process specimens for reference laboratory sendouts.
- Verifies laboratory testing results in the laboratory information system.
- Collects urine drug screen specimens in accordance with federal laws.
- Assists in training new employees at the direction of the clinical laboratory director.
- Documents and reports variances to department director. · Refers questions requiring additional knowledge to laboratory supervisor.
- Performs additional tasks, special functions and/or special projects as assigned.
MINIMUM REQUIREMENTS:

- High school diploma or G.E.D
- Completion of an on-the-job phlebotomy training program or 1-year previous phlebotomy experience
- Ability to read and understand/follow written and verbal directions
- Ability to organize and self-motivate
- Ability to prioritize and manage multi-tasking
- Must demonstrate ability to utilize effective decision-making and problem-solving techniques.
- Ability to work independently and interdependently with the health care team
- Ability to remain calm and professional in stressful situations and focused amid constant interruptions in a potentially fast-paced environment
- BLS Certified