GRADE: 8
DIVISION: Preventive Health – Clinical Services

POSITION SUMMARY:

Primarily responsible for obtaining specimens, preforming clinical laboratory tests, preparing laboratory for more complex tests, maintaining laboratory equipment and records, and assisting in the analysis; and providing quality improvement activities within the Preventive Health Division- Clinical Services.

PRINCIPAL DUTIES/RESPONSIBILITIES:

The following functions represent the majority of the duties performed by the position, but is not meant to be all-inclusive or prevent other duties from being assigned when necessary.

ESSENTIAL JOB FUNCTIONS (100% of Time):

1. Performs laboratory tests using prescribed procedures and operating laboratory equipment; and observes sample conditions when appropriate, labels samples and prepares initial reports while practicing good laboratory procedures.
2. Assists in training, guidance and orientation of new laboratory staff on THD policy, procedures and protocols.
3. Takes blood pressure and weight measurement of patients; and instructs patients in the procedure of collecting other samples or specimens.
4. Responsible for performing efficient venous and capillary blood draws for testing.
5. Responsible for organization of client records for clinics, processes records after each clinic, and files and maintains client records.
6. Receives all laboratory documents/results from Oklahoma State Department of Health; secures laboratory reports; and routes reports to correct programs at all four Health Department sites. Closes records and completes all program reporting requirements.
7. Responsible for appropriate data entry into contracted and required database system(s) and/or designated computer program.
8. Prepares correspondence for follow-up on abnormal results.
9. Assembles, checks or prepares, and mails supplies and equipment as required for specific test and procedures, and performs quality control assignments.
10. Observes, practices and maintains universal precautions to reduce risk of biohazard contamination in laboratory to self and patients; and cleans and sterilizes equipment to prevent contaminating laboratory procedures.
11. Completes required training in support of duties and responsibilities of this position.
12. Other duties as assigned including those required to fulfill activities in support of public health emergency operations.
13. Ability to travel to multiple THD locations to perform specific laboratory duties for the Preventive Health clinics.
14. Schedule will be modified to accommodate hours required to work in the Teen Clinic after regular working business hours.

QUALIFICATIONS/SPECIFICATIONS:
Education: High school diploma or equivalent required, with one additional year of vocational education in laboratory techniques and chemistry preferred.
Experience: Two years’ experience working in a clinical lab setting preferred.

Skills and Knowledge:
- Use of laboratory equipment and in performing standard laboratory tests.
- Ability to concentrate in a distracting environment.
- Reading, comprehending, and retaining instructions and information.
- Good communication skills.
- Skills in obtaining confidential health information (PHI).
- Ability to relate to diverse populations.

Licenses: None required.

INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:
Frequent internal contact to provide information to the Community Health Clinical services staff concerning test results.

PHYSICAL EFFORT:
Lifting equipment weighing up to 40 pounds; climbing stairs to access supplies and outreach clinics; bending and lifting from floor level; and stretching to obtain supplies from above shoulder height.

SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY:
Direct Supervision – None.
Indirect Supervision – None.
Budget/Money/Material - Responsible for assigned equipment.
Reports to – Clinical Laboratory Coordinator

WORKING CONDITIONS:
Exposure to hazardous chemicals, reagents, solutions, contaminated blood, and other specimens.

SPECIAL REQUIREMENTS:
- Must maintain THD record confidentiality according to HIPAA regulations.
- Must possess ability and willingness to perform job-related travel.

FLSA Status: Non-Exempt