

Methodist Health Services Corporation & UnityPoint Health Methodist Proctor Laboratory 7000 ADMINISTRATION	Page # 1 of 3	Section: UPPIA LA: Personnel/HR	Policy #: 01.005 Formally: A-05	
	Approved by: see signature block at end of document		Date: 1/21/16	
	Revised: 1/21/16, 1/14/14, 5/29/12, 8/25/04, 1/7/2003, 6/20/00, 7/23/96, 12/27/95, 12/1/95,5/17/06, 1/23/08, 4/8/08, 4/26/10, 4/15/11			
	Reviewed:			
	Policy/Revision Submitted by:		Richard Borge	
	CAP Standard: NA			
POLICY GUIDELINE ON: Laboratory Position Descriptions				

I. POLICY:

Written position descriptions must be available to all employees.

II. PURPOSE:

- A. In keeping with the policy of the corporate HRS, the laboratory will have written position descriptions for all laboratory personnel.
- B. This will enable all laboratory staff to know the extent of their duties.

III. POLICY SCOPE:

The scope of this policy applies to all Laboratory staff at both campuses.

IV. GENERAL INFORMATION:

- A. Position descriptions for the Department of Pathology and Laboratory Medicine are written by authorized hospital personnel; such as lab administration, HRS Department, or laboratory staff.
- B. They are approved by the Director of Laboratory and by Human Resources.
- C. The writing of each position description will follow the guidelines for position descriptions.
 - 1. This format includes statements on the position purpose, job specifications, performance requirements, service expectations, personal development action plan, and compliance review.
 - 2. A template is available on the shared drive.
- D. Position descriptions are used by the HRS Department in hiring practices and setting salary ranges and also by the laboratory in the definition of duties and responsibilities.
- E. Position descriptions are also used in the performance review process and in evaluating the employee for their annual review.
- F. If position does not exist within any UnityPoint affiliate, than a job code and position code are requested in Lawson.
- G. If position does exist, but not at UnityPoint Peoria Lab, then only a position code is requested in Lawson.
- H. Each position description will be reviewed on an annual basis and modifications made where necessary. These are then resubmitted to HRS for review of form and content and salary range review.
- I. Position descriptions are in existence for the following positions:

V. MAINTENANCE AND STORAGE

- A. All policies and procedures are reviewed every two years, (except for Safety procedures which are yearly) by Laboratory Administration and or the Medical Director of the Laboratory or designee when there are changes in practice standards, or requirements.
- B. All policies and procedures are reviewed every two years (except for Safety procedures which are yearly) by staff or at the time new or revised ones are put in effect.

- C. All policies are retained 8 years after being discontinued or revised.
- D. All procedures are retained 2 years after being discontinued or revised

REVISION HISTORY (began tracking 2014)			
Rev	Description of Change	Author	Effective Date
1	Positions updated	R. Borge	3/10/14
2	Positions updated	R. Borge	1/21/16

Reviewed by

Designee	Date	Laboratory Director	Date
		<i>Richard J. Borge</i>	1/21/16

Laboratory Positions

JOB CODE			TITLE
Both Campuses	Methodist Only	Proctor Only	
12135			Director of Laboratory Services
7915			Manager, Lab
7916			Manager 2, Lab
15318			Analyst, Lab Financial
	7918		Coordinator, Lab Technical A
10865			Coordinator, Laboratory Operations
	7920		Coordinator, Lab Technical B
	7803	10630	LIS Program Manager
7921			Coordinator, Point of Care
11557			Coordinator, Anatomical Path
	7400	10667	Scientist, Clinical Lab
	7399	10670	Technician, Clinical Lab
	7401		Tech, Cytology
7239			Technician, Histology
	7204		Histology Assistant
	7299	10691	Lab Technical Lead
	7380		Technician, Cytology Support
	7381		Technician, Referral Svcs.
	7402		Cytology Lead
	5083	10730	Rep, Lab Customer Service
	15640		Lab Support Specialist
	7822		Assistant, Lab Operations
	7804		LIS Support Associate
	7788		Phlebotomist Driving
	7379	14315	Asst, Clinical Lab
	7791		Phlebotomist, Lead
	7792	10830	Phlebotomist, Non-Driving
	7213		Courier Lab
15119			Resource Coordinator
15118			Purchasing Agent
		11572	Pathology Technician
	12872		Pathology Secretary
		10596	Assistant Manager
	14586		Coordinator, Lab Technical C
	7963		Coordinator, Lab Clinical Support
7933			Technician, Histology Lead
12882			Technologist, Histo Licensed
	15666		Lead Pathology Secretary