**Job Description: Testing personnel, Moderately complex**

**Summary**

Under general supervision, performs routine Clinical Laboratory analysis procedures at Bioreach Clinical Laboratories. Follows all CLIA and COLA requirements and regulations.

**Duties and Responsibilities**

1. Collects, processes, and handles blood and/or other biological specimens according to established procedures; instructs patients in the proper collection of samples.
2. Processes samples to be placed on analyzers.
3. Ensures Quality Systems (Quality Control, Preventative Maintenance) are completed as per policy.
4. Performs any troubleshooting of equipment as required.
5. Keeps records and documents collection of specimens.
6. Practices safety, environmental, and/or infection control methods.
7. Performs any Delegated Lab Director or Technical Consultant duties as per Bioreach Policy
8. Performs miscellaneous job-related duties as assigned.

**Minimum Job Requirements**

* Bachelor of Science in Medical Laboratory Science, Chemistry, Biology or related field.
* Prior phlebotomy experience preferred.

**Knowledge, Skills and Abilities Required**

* Ability to collect blood specimens using safe phlebotomy practices.
* Ability to maintain quality, safety, and/or infection control standards.
* Ability to prepare and process laboratory samples using established protocols.
* Records maintenance skills.
* Knowledge of related accreditation and certification requirements.
* Ability to operate centrifuges and pipettors.
* Complete lab requisition forms ensuring proper billiing.
* Order and maintain adequate laboratory supplies.
* Clean and maintain the laboratory including equipment.
* Perform all other duties as assigned.
* Communication – Ability to communicate effectively verbally and in writing.
* Computer Skills – Proficient ability to use a computer and electronic medical record.
* Confidentiality – Maintain patient, team member and employer confidentiality. Comply with all HIPAA regulations.
* Customer Service Oriented – Friendly, cheerful and helpful to patients and others. Ability to meet patients and others needs while following office policies and procedures.
* Detail Oriented – Ability to pay attention to the minute details of a project or task.
* Flexibility – Ability to adapt easily to changing conditions and work responsibilities.
* Positivity – Display a positive attitude and is a positive agent for change.
* Teamwork – Work as part of a team and collaborate with co-workers.

**Conditions of Employment**

* Must perform all procedures as per Bioreach policies and procedures.
* Must master Electronic Medical record/LIS
* Communicate with and assist patients and team members in a professional and courteous manner.

**Working Conditions and Physical Effort**

* Light physical effort. Requires handling of average-weight objects up to 20 pounds. Frequent standing, walking, grasping, carrying, speaking, sitting, reaching, bending and stooping
* Work environment involves exposure to potentially dangerous materials and situations that require following extensive safety precautions and may include the use of protective equipment.
* Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
* Possible exposure to infectious specimens, communicable diseases, toxic substances, ionizing radiation, medicinal preparations, and other conditions common to a laboratory and medical office environment
* Use of Personal Protective Equipment (PPE) such as gloves, mask of eye protection.
* Frequent interaction with a diverse population including team members, providers, patients, insurance companies and other members of the public
* Frequent use of computer, keyboard, copy machines and phone