

## **SENIOR LABORATORY ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized clerical and technical work involving responsibility for a variety of medical laboratory and quality assurance activities, including those mandated by the New York State Department of Health (NYSDOH). An incumbent in this position will also perform venipuncture and other laboratory procedures (e.g., hematocrits), as directed. This title is distinguished from that of a Laboratory Assistant in the independence of decision making, difficulty and diversity of assignments. The work is performed under the direction of a Laboratory Supervisor and work guidance (e.g. lead work) may be provided to others. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Gathers information about laboratory procedures and functions, observes procedures and identifies and reports problems, completes quality assurance activities, etc. in order to assess and ensure compliance with NYSDOH regulations;

Organizes data regarding laboratory procedures and audits and prepares reports regarding same;

Monitors improvement initiatives and makes recommendations regarding preventive and corrective actions and procedures;

Monitors and evaluates responses to audit findings and ensured that corrective actions, new procedures, etc. are implemented properly and in a timely manner;

Monitors laboratory documentation procedures including the documentation of complaints and problems, clinical data, laboratory procedures, etc. in order to ensure their accuracy and adherence to NYSDOH and local regulations and policies;

Takes blood samples from patients and may perform other laboratory procedures;

Documents the time of collection and the receipt of samples in the laboratory;

Distributes laboratory test results to departments or units, as needed;

Makes notes of any required documentation for test results (e.g. fax, patient information, etc.);

Uses computer applications or other automated systems in performing work assignments;

Performs clerical duties, as necessary.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of standard medical laboratory procedures and techniques; good knowledge of the operation and use of laboratory equipment; working knowledge of New York State Department of Health regulations regarding medical laboratories; working knowledge of documentation requirements for a medical laboratory; ability to establish and maintain cooperative working relationships with others; ability to perform venipuncture; ability to perform clerical functions; ability to understand and follow basic oral and written directions; ability to maintain hygienic conditions when taking blood specimens in and out of the laboratory.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and three (3) years of technical, paraprofessional, or responsible clerical (i.e., above entry-level clerical work) experience working in a medical laboratory, at least one (1) year of which involved taking blood samples (venipuncture).

**NOTE:** Possession of a license to practice as a registered professional nurse or licensed practical nurse in New York State may be substituted for the one (1) year of experience that involved taking blood samples (venipuncture).

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Competitive