

TRINITY HOSPITAL (owned and operated by Mountain Communities Healthcare District)

Job Title: Clinical Laboratory Scientist
FSLA Job Status: Non-exempt
Location: Main Hospital
Supervisor: Director of Laboratory Services
Starting Salary:
Category: Regular Part-time Temporary/Casual

Note: Regular, part-time and temporary/casual categories of employees are defined in the Human Resources Manual. For a temporary/casual employee, the nature of the position is temporary and the work hours are intermittent (variable based on corporation needs). This category is also NOT entitled to certain benefits (as per Human Resources Manual).

1. **Scope and Range of Responsibility:** Following procedures established by the Director of Laboratory Services, the CLS performs a variety of laboratory tests in many areas of the laboratory, including High Complexity Tests as defined by CLIA. A CLS is responsible for accuracy and reporting of results of application of principles, theories and techniques, professional judgment, computer proficiency, microscopic proficiency and excellent communication skills, both written and verbal.
2. **Organizational Structure:** The incumbent's supervisor is the Chief Executive Officer. The Chief Executive Officer is responsible to the Board of Commissioners.
3. **Mission Elements of Mountain Communities Healthcare District:** MCHD provides patient care to residents of Trinity County. In addition, we offer a full-service emergency room, OR services, acute care, a skilled nursing facility and a health clinic. It is our mission to provide excellent patient care and customer service to all who walk through our door.
4. **Position Responsibilities and Duties:** *Position Responsibilities* are rated as part of the employee's competency-based performance appraisal. Within the parameters established by the Chief Executive Officer, and approved policies and procedures, the incumbent is assigned the following position responsibilities and duties:
 - Reliably performs laboratory testing
 - Performs and evaluates QC results in hematology, transfusion service/serology, chemistry and urinalysis
 - Performs trouble PM's/trouble shooting on hematology, transfusion, urinalysis, and chemistry instruments
 - Documents instrument problems/resolution and informs Director of Laboratory
 - Communicates STAT, urgent, panic values effectively to care provider
 - Ensures test ordering, charging, billing are in compliance with HCFA regulations
 - Performs to completion special projects as assigned
 - Performs testing on proficiency samples in a timely manner
 - Accurately transcribes proficiency test results on answer sheet
 - Records date and initials upon opening or preparing reagents, controls or solutions
 - Records reagent and control logs as appropriate
 - Understands calibration of equipment/lots and when it is necessary
 - Manually enters results accurately
 - Prioritizes work appropriately
 - Preserves patient confidentiality at all times
 - Uses correct reference lab when sending out laboratory work
 - Performs gram stains, rapid strep test, anaerobic/routine culture set-up, processes positive blood culture
 - Performs bench microbiology work including plate reading, subculturing, organism identification, susceptibility testing
 - Understands and perform microbiology QC program

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- Services and performs maintenance on Microscan
- Uses sound judgment when handling difficult situations
- Assists with phlebotomy as needed
- Assists with calling in relief staff as needed
- Demonstrates responsibility, accountability and flexibility
- Attends and contributes to department meetings
- Uses down time effectively, catching up on unfinished work
- Is a resource to clinicians, inspectors, or other staff concerning testing methodologies, test interpretation and clinical significance of tests
- Prepares detailed summary of project and progress made when requested
- Other duties as assigned

5. Qualifications:

- a) Graduate of accredited CLS program with internship
- b) Current license as a CLS in the State of California
- c) Five years progressively responsible experience in health care.
- d) Demonstrated leadership and management ability

6. Position Knowledge:

Ability to transfer concepts into practical application. Strong leadership skills. Advanced knowledge of laboratory theory, practice and administration in order to coordinate laboratory procedures throughout hospital. Excellent interpersonal skills at all organization and community levels, ability to work as a member of a team. Understanding of communicable disease processes.

7. Work Conditions

Walking, standing, pushing, pulling and lifting in patient care and office areas. Must be able to work in spite of frequent interruptions. Must have ability to read work product of others, computer/monitor screens and computer printouts. May have high exposure to communicable diseases and blood borne pathogens, and rare exposure to toxic substances. Must be able to perform complex mathematical analysis and calculations. Must exhibit high level of concentration and attention to detail. Must have the ability to work with a team, prioritize work and make decisions regarding administrative, financial and patient care activities. Interactivity with others is professional and appropriate.

8. Other Position Requirements:

- a) Must agree to and pass a criminal and civil background check and OIG screening
- b) Must agree to and pass a pre-employment drug-screen.
- c) Must agree to and pass a pre-employment physical and TB test.
- d) Must provide "right to work" documentation upon appointment.

Supervisor:

Signed _____ Date _____

Employee:

Signed _____ Date _____

Copy to: Employee's Personnel File