
Job Title	Lab Technician
Reports to	Director of Clinical Services
Effective Date	10/23/2020

Position Summary

A lab technician works to ensure the flow and upkeep of the lab at NeighborHealth Center according to CLIA standards. The lab technician is knowledgeable and trained to use all the equipment in the lab and is also capable of training others. The lab technician is responsible for maintaining inventory for the clinic and inventory required for the upkeep of the lab. This person is responsible for ensuring the functionality of all the equipment and is responsible for the maintenance and quality controls of the lab equipment. The lab technician is also capable of collecting and performing the tests as needed.

Principal Duties and Responsibilities*

Flow and Upkeep of the Lab

1. Ensure the lab is consistently clean and organized.
2. Ensure that the lab is flowing and functioning well according to CLIA standards.
3. Maintain compliance with CLIA regulations and communicate as necessary with the CLIA Technical Consultant and Lab Director.

Equipment

1. Be the most knowledgeable and trained in how to use all the lab equipment and able to train others as necessary.
2. Act as the liaison between the clinic and the equipment manufacturer to troubleshoot any problems that occur or address any needs.
3. Record and document the training of each staff member for various equipment in the lab.
4. Perform quality control tests on a regular basis and calibrate lab equipment when necessary.
5. Follow clinic policies and procedures to ensure product integrity and quality control.
6. Analyze data and prepared reports for laboratory management.
7. Perform monthly checks on the AED, oxygen tank, fire extinguisher and Epi pen.

Inventory

1. Perform inventory weekly for all clinic supplies, including medication. Update inventory lists as necessary.
 2. Order needed inventory through appropriate vendor in collaboration with Director of Clinical Operations and Nurse Manager.
 3. Collaborate with LabCorp phlebotomist as necessary to ensure the LabCorp operations and inventory are meeting CLIA standards.
 4. Load vaccine inventory into the Accuvax received from private stock and from public stock. Update NCIR inventory.
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Required Skills or Abilities*

1. Outstanding communication, interpersonal, and leadership skills to work with the clinical staff, vendors and manufacturers.
2. Ability to take initiative and proactively assess processes within the lab.
3. Some computer skills required (Windows based, experience with Microsoft Office a plus).
4. Commitment to demonstrating personal integrity through punctuality, honesty, an ability to follow instructions, proper attention to detail in all work matters, and a willingness learn from others.
5. An ability to work independently, take initiative, set priorities in accordance with the needs and mission of the clinic, multi-task, and problem solve in a fast-paced work environment.
6. Flexibility to adapt to changing or stressful conditions, including unanticipated changes to working schedules or locations.
7. Adequate written and verbal communication skills for communicating coherently and professionally with patients and co-workers.
8. Conscientious of departmental and organizational policies and procedures, and able to embrace and personify the mission of the NHC.

Required Knowledge, Experience, or Licensure/Registration

1. High School Diploma or its equivalent.
2. Experience in customer service, office work, or a clinical setting.

Exempt Status

Non-Exempt

*To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the essential duties of the job.
