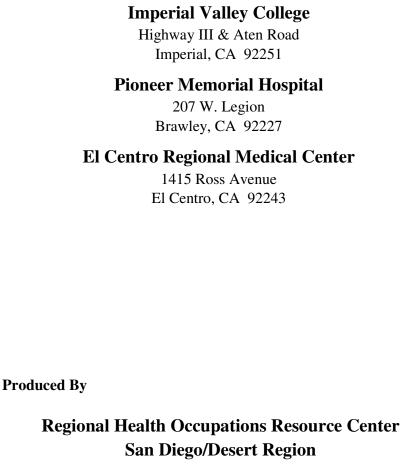
DACUM Competency Profile for Laboratory Assistant

Produced For



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DACUM Competency Profile for Laboratory Assistant

Laboratory Assistant is a member of the health care team who coordinates laboratory activities by managing and performing various clerical and medical duties for the purpose of patient diagnostic testing.

	Duties	+	— Tas	ks ———	
A	Professional Responsibilities	A-1 Maintain Certification	A-2 Participate in ongoing education	A-3 Participate in TQM	A-4 Serve as preceptor for students
		A-5 Assist with orientation of new staff and volunteers			
B	Provide Safe Environment	B-1 Safe positioning of patients for procedures	B-2 Assess and monitor patients reactions to tests	B-3 Assist in managing disoriented/confused patients	B-4 Assist in transporting patients
		B-5 Participate in Code Blues	B-6 Dispose of hazardous materials	B-7 Disinfect work area and equipment	
С	Provide Clerical Support	C-1 Schedule appointments for lab procedures	C-2 Define requirements for lab tests	C-3 Take messages for lab personnel	C-4 Distribute reports to appropriate patient care units
		C-5 Provide billing information to data processing	C-6 Mail lab results to outside physicians	C-7 Duplicating reports and educational materials	C-8 File physician's orders and lab results
		C-9 Type Health Certificates for Marriage Licenses			
D	Collect In-patient Lab Specimens	D-1 Bath incoming lab requisitions	D-2 Assemble equipment for patient rounds	D-3 Verify patient identity with lab requisitions	D-4 Wash hands
		D-5 Collect or receive specimens			
Ŧ	Collect Out-patient Specimens	E-1 Register outpatients	E-2 Transcribe physician's orders for outpatients	E-3 Instruct patients regarding lab procedures	E-4 Log patient information
ĩ	Handle of Lab Specimens	F-1 Clock in lab requisitions	F-2 Detach charge slips from requisitions	F-3 Deliver specimens to appropriate lab division	F-4 Prepare the specimens for lab testing
		F-5 Prepare and ship specimens to outside labs			

G	Report Lab Results	G-1 Review lab reports	G-2 Report abnormal values to the appropriate department	G-3 Call Stat reports to appropriate department	G-4 Batch reports for distribution
Н	Assist with Special Procedures	H-1 Administer Glucola for oral Glucose test	H-2 Administer Intradermal testing solutions	H-3 Assist with collection of Bone Marrow	H-4 Assist in preparing frozen sections
Ι	Maintain Supplies and Equipment	I-1 Inventory stock	I-2 Order supplies	I-3 Re-stock supplies	I-4 Inspect supplies and equipment for defects
		I-5 Provide maintenance for office equipment		1	

Future Issues

- Advanced Technology
- Bilingual
- Confidentiality of lab tests
- Expanding services
- Health care reform
- Increased Educational needs
- Increased staff needs
- Modified work areas
- New facilities

General Knowledge and Skills

- Administration of intradermal solutions
- Arterial puncture skills
- Basic Anatomy
- Body mechanics
- C.P.R. Certification
- Computer skills
- Facility Policy & Procedures
- Human Psychology
- Interpret physicians orders
- Laboratory Procedures & Protocols
- Managing assaultive behavior
- Medical Terminology
- Organizational skills
- Pathology/Microbiology
- Patient rights
- Stress management skills
- Teaching skills
- Telephone etiquette
- Typing skills
- Universal Precautions
- Vena puncture skills
- Verbal and written skills

Tools, Equipment, Supplies and Materials

- "Stickers" for children
- 24 hour urine containers
- Addressograph
- Alcohol swabs
- Arterial Blood Gas Kits
- Assorted labels
- Assorted sized needles
- Bacteria media
- Band-aids
- Betadine
- Bio Hazard labels
- Bio Hazard trash bags
- Blood bands
- Blood Culture bottles
- Blood Culture Prep Kits
- Boric acid
- Capillary Blood Gas Kits
- Capillary tubes
- Centrifuge
- Chem wipes
- Clock
- Computer
- Copy machine
- Cotton balls

- Cotton swabs
- Cultureetes
- Disposable Gowns

Compassionate

Confidentality

Critical thinking skills

Good personal hygiene

Interpersonal skills

Courteous

Empathetic

Flexible

Hoensty

MotivatedPatience

Professional

Responsible

Self starter

Team player

willing to learn

Tact

- Drawing Station/Bed
- Drug screen Kits
- Face shield
- FaxcimileFreezer
- FreezerGloves
- GlovesGlucola
- Heel warmers
- Highlighter
- Household Bluing
- Hydrochloric acid
- ID badge
- Infant Restraints
- Lab coat
- Laboratory requisitions
- Lancet
- Legal Blood Draw Kits
- Mask
- Occult Blood packets
- Office stationary
- Ova Parasite containers
- Paraffin
- Paternity Blood Draw Kits
- Pencil sharpener
- Pens/pencils
- Pin Worm Kits
- Pipettes
 - Printed patient instructions
 - Printer
 - Reference/Resource Manual
 - Refrigerator
 - Respiratory Synaptical Virus Kits
 - Rubber bands
 - Saline
 - Scissors
 - Serum separators
 - Sharp container
 - Slides

Suction

Supply tray

Syringes

Tape

Stapler/staples

Taber's Medical Dictionary

Telephone etiquette

• Time stamper

Tongue blades

Vacutainer holder

Worker Traits/Behaviors

Ability to concentrate

Communication skills

Vacutainer tubes

Tourniquet

Typewriter

Assertive

Sterile Urine CupsStrainer