

DACUM Competency Profile for Laboratory Assistant

Produced For

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June 23-24, 1994

This report is made pursuant to contract/agreement number 93-0495. This project was supported by the Carl D. Perkins Vocational and Applied Technology Education Act (indicate funding sources: Title II, Part A; Title II, Part B; Title III, Part A; Title III, Part B; or Title III, Part Ej, P.L. 101-392, funds administered by the Chancellor's Office, California Community Colleges.

"This activity which is the subject of this report was supported in whole or in part by the U.S. Department of Education. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Department of Education, and no official endorsement by the U.S. Department of Education should be inferred."

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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		Tasks			
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	
C	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			
E	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
F	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

H

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

I

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

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
- Culturettes
- Disposable Gowns
- Drawing Station/Bed
- Drug screen Kits
- Face shield
- Faxcimine
- Freezer
- Gloves
- Glucola
- 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 Synoptical Virus Kits
- Rubber bands
- Saline
- Scissors
- Serum separators
- Sharp container
- Slides
- Stapler/staples
- Sterile Urine Cups
- Strainer
- Suction
- Supply tray
- Syringes
- Taber's Medical Dictionary
- Tape
- Telephone etiquette
- Time stamper
- Tongue blades
- Tourniquet
- Typewriter
- Vacutainer holder
- Vacutainer tubes

Worker Traits/Behaviors

- Ability to concentrate
- Assertive
- Communication skills

- Compassionate
- Confidentiality
- Courteous
- Critical thinking skills
- Empathetic
- Flexible
- Good personal hygiene
- Hoensty
- Interpersonal skills
- Motivated
- Patience
- Professional
- Responsible
- Self starter
- Tact
- Team player
- willing to learn

