

Competency-Based Position Description Template

Program/Department:

Position Title: Laboratory Assistant

Reports to: Public Health Microbiologist Supervisor

Previous Incumbent:

Job Position Summary:

Under supervision, this position is responsible of performing a variety of paraprofessional laboratory work related to the performance of standardized bacteriological, physical and chemical tests; maintaining and monitoring the performance of laboratory equipment; assisting in the preparation of specimens for examination; and other related work as required.

Essential Job Duties:

Laboratory Assistants are generally assigned to the various sections of the Public Health laboratory on a rotational basis. Depending on the area of assignment, Laboratory Assistants may assist licensed laboratory personnel in testing, or may independently conduct tests not requiring a license.

1. Performs routine preparation of specimens, including logging, numbering, washing, filtering, labeling, staining, planting, transferring and mounting of specimens.
2. Prepares special media, reagents, stains and sterile solutions; stocks workstations with necessary supplies.
3. Assists Public Health Microbiologists or other licensed laboratory personnel in performing bacteriological, physical and chemical tests; and may independently conduct and monitor tests as permitted under the law.
4. Sets up and dismantles apparatus or equipment used in the examination of specimens; cares for and calibrates laboratory equipment.
5. Prepares animal specimens for examination by microbiologist.

Job Position Competencies:

General Laboratory Practice (30%)

GEN 1.00 - General technical and laboratory practice knowledge: demonstrates general knowledge and skills related to the scientific and technical components of laboratory testing

- Applies basic scientific and laboratory concepts and theories related to the specific testing that is conducted in work area (B)
- Discusses scientific and technical advances relevant to own work (C)
- Resolves routine technical problems with methods, procedures, and laboratory equipment including documenting corrective action (C)
- Documents actions and results using established paper or electronic systems (B)
- Acts as a good steward of public funds and resources (B)
- Applies scientific ethics and rules of conduct to the workplace (B)

GEN 2.00 - Reagent Use and Storage: adheres to policies and principles regarding the use and storage of laboratory reagents and supplies

- Adheres to policies, processes, and procedures for use and storage of reagents and supplies (B)
- Adheres to policies, processes, and procedures for preparing reagents (B)

GEN 3.00 - Equipment Use: adheres to policies and principles regarding the use, maintenance, and calibration of laboratory equipment

- Adheres to policies, processes, and procedures for operating laboratory equipment (B)
- Performs routine system checks and maintenance (B)
- Performs calibration of routine instruments and equipment (B)
- Documents maintenance and calibration activities (B)

GEN 4.00 - Pre-examination: performs steps in the pre-examination phase of testing

- Follows policies, processes, and procedures for the management of samples (B)

GEN 5.00 - Examination: performs steps in the examination phase of testing

- Performs sample analyses (B)

- Adheres to policies, processes, and procedures for testing workflow (B)
- Performs QC activities (B)

GEN 7.00 - Regulatory Compliance: complies with regulations and guidelines governing laboratory testing

- Complies with regulatory requirements and guidelines related to laboratory testing (B)
- Complies with policies, processes, and procedures regarding protected information (B)

Microbiology (30%)

MCB 1.00 Concepts and techniques: adheres to policies and principles governing actions and behaviors that are essential when working in a microbiology laboratory

- Relates microbiological concepts and theories to the specific tests that are conducted (C)
- Integrates basic microbiological techniques into new laboratory practices and procedures (C)

MCB 2.00 Facilities and safety: works safely with microbiological agents within a laboratory facility

- Recognizes laboratory hazards and hazard communication related to microbiological agents (B)
- Adheres to policies, processes, and procedures regarding safe work practices related to microbiological agents (B)
- Adheres to policies, processes, and procedures regarding PPE use for work related to microbiological agents (B)
- Adheres to policies, processes, and procedures regarding the use of biosafety cabinets and other engineering controls (B)
- Adheres to policies, processes, and procedures regarding waste management related to microbiological agents (B)
- Adheres to policies, processes, and procedures regarding decontamination (B)

- Adheres to policies, processes, and procedures regarding storage of microbiological materials (B)

MCB 3.00 Pre-examination: assesses microbiological samples during the pre-examination phase

- Consults on non-routine sample collection, labeling, and handling procedures for microbiological examination (C)
- Performs packing and shipping of Category A and Category B infectious substances (B)
- Performs procedures for accessioning and receipt of microbiological samples (B)
- Performs systematic tracking of microbiological samples from receipt to final disposition (B)
- Assesses sample appropriateness for a particular microbiological examination (B)
- Adheres to policies, processes, and procedures regarding testing workflow (B)
- Adheres to policies, processes, and procedures regarding NAAT workflow (B)
- Performs sample set-up procedures for microbiological examinations (B)
- Performs procedures for microbiological sample storage and handling prior to examination (B)
- Describes which microbiological examination requests require epidemiologic notification and consultation (B)

MCB 6.00 Regulatory compliance: ensures regulatory compliance

- Recognizes NCEs in laboratory processes (B)

Quality Management Systems (10%)

QMS 01.00 Organization: ensures that the laboratory's organizational structure is committed to achieving and maintaining quality

- Demonstrates actions consistent with quality concepts and good professional practice (C)
- Adheres to the culture, programs, and communication processes regarding quality, safety, and ethical practices (C)

QMS 09.00 Information management: ensures the confidentiality, security, and integrity of generated and disseminated information

- Complies with policies, processes, and procedures for maintaining confidentiality of internally and externally derived information (C)
- Complies with policies, processes, and procedures for securing information (C)
- Complies with policies, processes, and procedures to ensure the integrity of information (C)

QMS 12.00 Continual improvement: ensures mechanisms for continuous quality improvement

- Implements changes identified through the CQI program (C)
- Follows CQI processes and procedures for troubleshooting and documenting required CQI activities (C)

Communications (10%)

COM 1.00 Communication techniques: deploys formal written and oral communication strategies

- Applies logical structure to written communications (C)
- Applies language and tone in oral communications tailored to target audience (C)

COM 2.00 Active listening skills: displays active listening skills when interacting with others

- Provides feedback based on the dialogue summary (P)
- Exhibits active listening during the dialogue exchange (P)
- Provides counterpoints while being respectful of disagreements (C)

COM 3.00 Comprehension of materials: demonstrates comprehension of written documents and directions

- Adapts concepts from written text for use in new situations (P)

COM 4.00 Communication technology: utilizes technology to communicate information to internal and external partners

- Uses designated technology for sharing information (C)

COM 5.00 Communication professionalism: ensures professionalism in communication with customers and stakeholders

- Displays professional demeanor in all situations with customers and stakeholders (C)
- Determines information needs through collaboration with customers and stakeholders (C)
- Shares information as directed (B)

Ethics (5%)

ETH 1.00 Professional Code of Conduct: adheres to policies and principles governing professional ethics and rules of conduct when working in a public health laboratory

- Exemplifies integrity in interactions and activities (C)
- Applies ethical principles and professional rules of conduct to the workplace (B)
- Acts as a good steward of public funds and resources (B)

ETH 2.00 Scientific Code of Conduct: adheres to policies and principles governing scientific ethics and rules of conduct when working in a public health laboratory

- Applies scientific ethics and rules of conduct to the workplace (B)

Management and Leadership (5%)

MLD 1.00 General management: ensures sound management of laboratory operations

- Complies with laws and regulations related to laboratory operations (B)
- Evaluates customer service satisfaction and trends (C)

MLD 2.00 Policy development: ensures the development, implementation, and review of internal policies

- Complies with documented internal policies and guidelines (B)

Safety (5%)

SPH 1.00 Physical environment: works safely in the physical environment of the laboratory facility

- Describes the physical hazards in the laboratory facility (B)
- Describes control measures to be used when physical hazards are present in the laboratory facility (B)
- Describes work practices to be used when physical hazards are present in the laboratory facility (B)

SPH 2.00 Biological materials: works safely with biological materials in the laboratory

- Distinguishes biohazardous materials from non-biohazardous materials in the laboratory (C)
- Recognizes hazards associated with new biological materials used in laboratory procedures (C)
- Implements the control measures to be used when working with biological materials (C)
- Implements the work practices to be used when working with biological materials (C)
- Describes hazards associated with the laboratory procedures employed (B)

SPH 4.00 Chemical materials: works safely with chemical materials in the laboratory

- Distinguishes hazardous chemicals from nonhazardous chemicals in the laboratory (C)
- Recognizes hazards associated with new chemicals used in the laboratory (C)

- Implements established control measures when working with chemicals according to the laboratory's Chemical Hygiene Plan (C)
- Implements established work practices when working with chemicals according to the laboratory's Chemical Hygiene Plan (C)

Security (5%)

SEC 3.00 Physical security: ensures that physical security is maintained

- Describes the physical security infrastructure (B)
- Describes physical security access control policies, processes, procedures, and systems (B)

SEC 5.00 Information security: ensures that information security meets organizational goals, regulatory requirements, and established standards

- Applies information security concepts, including principles of confidentiality, integrity, and availability (CIA) (C)
- Identifies risks associated with the laboratory's sensitive information and technology, including the methods of control (C)\

Minimum Education and Experience Requirements:

- High school diploma, with emphasis on science
- College courses in microbiology or related science and/or experience in laboratory practices are desired
- Preference will be given to applicants with an associate degree or bachelor's degree in a related science