

Winslow Indian Health Care Center

Job Vacancy Announcement #WDH-21-81

Closing Date: 07/30/2021



POSITION TITLE: Clinical Specimen Courier

DEPARTMENT: Laboratory

Position Summary:

Under general supervision of the Laboratory Manager, the Clinical Specimen Courier is responsible for transport of various clinical specimens on Winslow Indian Health Care Center (WIHCC) campus and transport to Little Colorado Medical Center. Upholds the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Maintains regular attendance and punctuality.
- Transports blood or other clinical samples to the laboratory department in appropriate containers without delay.
- Ensures specimens are properly labeled with at least two patient identifiers.
- Maintains specimen integrity by placing specimen in appropriate coolers according to cooling requirements.
- Records specimens transported with patient name, medical record number and time of transport.
- Verifies with lab, the time of specimen delivery with receiving technician's initials.
 - Coordinates point of care (POC) program
 - Trains employees for POC testing at time of hire, and as required per accreditation.
 - Reviews POC testing documents for accuracy and notifies lead nursing staff for corrective action, as needed.
 - Assigns proficiency testing for POC tests
- Operates the GSA vehicle in a safe and responsible manner.
- Performs daily check (pre- and post- trip) of vehicle use. Checks include: gas, oil, water, other fluids, operable brake lights, turn signals, and tire pressure.
- Reports all vehicle problems and traffic violations to supervisor immediately.
- Maintains accurate documentation related to mileage, consumption of gas, oil, and other service related products.
- Maintains vehicle cleanliness.
- Observes safety rules, drives defensively, maintains an overall safe environment, and in accordance with state driving laws.
- Maintains laboratory records (patient reports, etc.) to ensure proper storage and disposal, as required.
- Delivers paper reports to appropriate departments or providers.
- Complies with established personal protective equipment requirements necessary for protection against exposure to blood and other potentially infectious body fluids, chemical disinfectants, radiation, asbestos, and other hazardous substances.
- Completes required continuous training and education, including department specific requirements.
- Requires completion of tasks or duties assigned by a supervisor.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCC's Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

Minimum Qualifications:

High School or GED required. At least six months in a service role dealing with the general public. Prior experience as a courier is preferred. Prior experience working in a lab is a plus. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and

maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

Knowledge, Skills, Ability

- Knowledge of established personal protective equipment requirements necessary for protection against exposure to blood and other potentially infectious body fluids, chemical disinfectants, radiation, asbestos, and other hazardous substances.
- Knowledge of strong work ethics in the workplace.
- Knowledge of rules of the road.
- Knowledge of basic application of confidentiality.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Ability to follow driving rules, and drive defensively in accordance with state driving laws.
- Ability to follow all safety protocols when dealing with specimen handling and transport.
- Ability to be dependable in attendance and job performance.
- Ability to demonstrate attention to detail.
- Ability to work in a physically demanding role.
- Ability to read and write.
- Ability to follow safety procedures and regulations.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to communicate effectively both verbally and in writing.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

Physical Demands:

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is performed in an office setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.