



# Dilkon Medical Center

## Job Vacancy Announcement #DDH-23-30

Closing Date: Open until filled

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**POSITION TITLE: Medical Laboratory Aide/Phlebotomist**

**DEPARTMENT: Laboratory**

**Position Summary:**

Under general supervision of the Laboratory Manager, assists the Medical Technologists and Lab Technicians in the clinical laboratory in support of patient health care. Performs phlebotomy duties in support of the Laboratory mission at Winslow Indian Health Care Center (WIHCC). Uphold 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.
- Procures blood sample by venipuncture, fingerstick, or heelstick on premature babies to geriatric patients utilizing prescribed safety and infection control procedures to protect patient and phlebotomist.
- Assesses patient condition and/or medication schedule to ensure a quality specimen is drawn that will yield accurate test results, representative of the patient's condition.
- Determines specimen collection times based on information given by care givers.
- Evaluates physician orders, confirms tests orders, and accessions test orders for both in-house and reference laboratory samples into Resource Patient Management System (RPMS).
- Consults with provider on unusual order or requests.
- Cancels and consolidates duplicated test orders to avoid duplication of testing/services so as to minimize patient draws.
- Identifies patients accurately according to Laboratory policy and document appropriate information such as time, date of collection, initial and type of test, patient status, i.e. fasting, coagulation therapy, etc.
- Explains collection procedures and provides general testing information as needed to facilitate patient understanding and reduce patient anxiety.
- Gives patient instructions to ensure the accurate collection or preparation of the specimen by the patient.
- Acts as a resource to patient care areas with respect to test ordering or specimen collection questions.
- Processes specimens in a timely manner: (1) In-house: Centrifuging the samples as necessary and send the correct sample to the appropriate area of the laboratory; or (2) Reference Lab: Centrifuging the samples, aliquot, if necessary, and package according to recommended storage conditions.
- Performs moderately complex tests in chemistry, coagulation, hematology, serology, and urinalysis, i.e. hemoglobin, hematocrit, CBC, sedimentation rate, urine chemistry screening procedures for urine occult blood, protein, acetone, glucose, specific gravity and urine microscopic.
- Reports critical values following departmental policy.
- Receives results from instruments and passes information to higher-grade personnel for acceptance and approval.
- Maintains laboratory records to ensure proper storage and disposal, as required.
- Trains and/or orients new Phlebotomy employees and students as needed to ensure an efficient and productive staff.
- Orders department supplies as needed to ensure uninterrupted specimen collection.
- Attends various meetings regarding Safety and Quality Control issues in order to keep informed of current lab and hospital safety policies.
- Organizes and maintains specimen storage as outlined in the Specimen Retention Policy that assists in quick retrieval of specimens.
- Maintains centrifuges & refrigerators by performing scheduled and unscheduled preventive maintenance. Ensures all equipment functions properly, within limits, and with minimal downtime.
- Performs setup or primary inoculation of specimens onto proper biological media and prepare and stain slides for microscopic examination.
- Delivers paper reports to appropriate providers.
- 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 WIHCCs 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 Diploma or GED. Certified Phlebotomist required or Certification as a Medical Assistant with three months experience that must have been performed within the last six months in a Clinical Laboratory Phlebotomy setting. Prefer experience with point of care test review. 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 the proper order of blood draw for each test.
- Knowledge of strong work ethics in the workplace.
- Knowledge of performs moderately complex tests in chemistry, coagulation, hematology, serology, and urinalysis, i.e. hemoglobin, hematocrit, CBC, sedimentation rate, urine chemistry screening procedures.
- Knowledge of basic application of confidentiality.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Ability to understand basic medical terminology of Clinical Laboratory Science.
- Ability to verify lab, time of specimen delivery, and receiving technician's initial for the Point of Care program of WIHCC.
- Ability to comply 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.
- Ability to be dependable in attendance and job performance.
- 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.**