

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY

DUTY STATEMENT

RPA/647#- -	EFFECTIVE DATE:
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CDCR INSTITUTION OR DEPARTMENT CA Prison Health Care Services	POSITION NUMBER (Agency - Unit - Class - Serial) 381-213-9293-
UNIT NAME AND CITY LOCATED Health Care Services – CCWF, Chowchilla	CLASS TITLE CLINICAL LAB TECH, CF
WORKING DAYS AND WORKING HOURS 8:00 a.m. to 5:00 p.m. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO
PROPOSED INCUMBENT (if known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 381-213-9293-003

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.

Under the clinical supervision of the Senior Clinical Laboratory Technologist, CF and the administrative supervision of the Standard Compliance Coordinator, the Clinical laboratory Technologist, CF performs all technical phases of clinical laboratory work in the laboratory. Must remain in possession of a valid California State Clinical Laboratory Scientist license or a license of equal or higher level issued by the State Department of Health Services. Must have ability to operate laboratory equipment and instruments, fax machine, copy machine and other office equipment.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
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50%	ESSENTIAL FUNCTIONS Obtain laboratory specimens of blood, urine, feces and gastric contents for cultures. Prepares, mounts, and stains collected specimens. Perform and interprets a variety of microscopic, bacteriologic and immunologic assays required for the diagnosis of infectious diseases. Use a variety of manual and automated assay procedures to perform analysis in Blood Bank (immuno-hematology), chemistry, microbiology, hematology, and serology, by examinations of blood, urine, feces and other body fluids tests on specimens. Sets up laboratory equipment, and makes quick and accurate serological, bacteriological, and biochemical tests and analyses. Independently reads tests results and recognizes normal and abnormal results. Must be able to draw veinipuncture on inmate patients per Doctor's Orders in the drawing of blood for ordered laboratory testing. Requires the skill and ability to draw blood from inmates who have vein damage due to I.V. drug use, which results in scarring and destruction of veins. Requires the skill and knowledge in the correct and proper specimen collection of tests ordered per Doctor's Orders. Must ensure all specimens are properly labeled with patient information. Prepare specimens for transport to reference laboratory as necessary.
25%	Document necessary information on laboratory requests and control logs. Maintain a record of all tests performed, including results. Maintain a record of all tests sent out and results returned. Prepare and maintain statistical reports and submit to administrators.
20%	Perform routine cleaning, maintenance, calibration and troubleshooting of equipment and instruments. Perform quality control tests on all equipment. Maintain equipment and supplies needed to perform tests. Assist in the development of policies and procedures for laboratory services.
5%	Participate in continuing education sufficient to maintain current licensure. Maintaining current licensure is a condition of employment. Responsible for maintaining the confidentiality of the highly sensitive and complex issues in personnel. Responsible for accurately signing-in and signing-out daily on the 998-A, meeting FLSA laws and rules to ensure no FLSA violations are committed and attaching required documentation for absences to the 998-A. Attend In-Service Training classes and obtain On-the-Job Training as required. Perform other duties as required.

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KNOWLEDGE AND ABILITIES

Knowledge of: Principles and practices of clinical laboratory work in such areas as blood banking, chemistry, hematology, immunology and microbiology and the use and care of laboratory equipment; preparation, mounting and staining of specimens; serological, bacteriological, and biochemical tests and analyses; theoretical knowledge of procedures and application of use; normal values as applied to patient results; the roles and relationships of practitioners in the health care services.

Skill in: Preparing, mounting, and staining specimens, reading tests and recognizing the normal and abnormal, setting up laboratory equipment, and making quick and accurate serological, bacteriological, and biochemical tests and analyses.

Ability to: Follow directions; communicate effectively; work cooperatively with other health care staff; exercise independent judgment and responsibility with minimal technical supervision.

DESIRABLE QUALIFICATIONS

Special Personal Characteristics: Empathic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; emotional stability; patience; tact; alertness; and keenness of observation; and color vision adequate to successfully perform the essential functions of the job.

Interpersonal Skills: Work independently or in a team setting. Demonstrate the ability to act independently, open-minded, flexibility, and tactfulness.

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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