

**AVENAL STATE PRISON  
SENIOR CLINICAL LABORATORY TECHNOLOGIST  
DUTY STATEMENT**

**DEFINITION:** Possession of a current Clinical Laboratory Technologist license issued by the California State Department of Health Services-vices. Under the Supervision of the Health Care Manager, maintain a high level of laboratory services to assist the physicians in delivering health care to the inpatients and outpatients in the infirmary, emergency rooms, facility clinics and diagnostic services facilities. Implement laboratory procedures which are cost effective, maintain a level of precision, accuracy and quality approved by the California State Department of Health Services, Laboratory Field Financing Administration governing the federal Clinical Laboratory Improvement Act (C.L.I.A.). Responsible for the clinical laboratory operation, coordinate all laboratory operations with the medical staff to fulfill all the laboratory needs directed by the Health Care Manager. Plan performance schedules and control program. Determine qualifications of laboratory personnel to perform moderate complexity and high complexity testing as defined in C.L.I.A. CODE: 42 CFR 493.1202.

**DUTIES:**

- 25% Following the directives of the Health Care Manager, maintain a high level of laboratory service to assist the physicians in delivering quality health care to the inmates in the Infirmary. Determine accuracy, reliability and repeatability through quality control all testing before any test is listed for performance in the laboratory. Performs the clinical research and implement laboratory procedures which are cost effective 'in-house' and which tests should be directed to a reference laboratory for testing.
  
- 25% Directs laboratory staff in the performance of - Hematology, Chemistry, and biochemistry, Coagulation, Serology, Immunology, Urinalysis, Micro-biology, Therapeutic Drugs and Elisa procedures for the performance of HIV, Hepatitis and other high complexity procedures. Implement schedules for instrument maintenance, quality control, quality assurance and logs to monitor temperatures of refrigerators, freezers, water baths, incubators, room temperatures and assure environmental safety by proper storage and use of all reagents, chemicals and materials employed in the laboratory.
  
- 25% Venipuncture and specimen sample collection. Coordinates blood drawing schedules and the handling of all laboratory specimens, including preparing specimens for transport to reference laboratories.
  
- 10% Maintain an adequate inventory of supplies and reagents and order supplies and reagents as needed. Secure at least three vendor bids for supplies to establish and maintain control of fiscal budget by selecting qualified vendors consistently offering the best prices, service and dependability for a cost effective program.
  
- 05% Maintain control of keys to the laboratory and laboratory storage rooms. Control laboratory tools under lock & key. Keep a rigid inventory of all needles, syringes and metallic items such as forceps and staining racks.
  
- 05% Maintain preventative maintenance records and make reasonable efforts to repair, adjust and/or replace instruments.
  
- 05% Consult manufacturers for updating equipment, reagents and revisions of laboratory procedures. Update Procedure Manual as needed.

POSITION NUMBER 129-213-9348-001	CLASSIFICATION SENIOR CLINICAL LABORATORY TECHNICIAN	
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

## GENERAL POST ORDER ADDENDUM

**General requirements:** Inmates/patients with disabilities are entitled to reasonable modifications and accommodations to CDCR policies, procedures, and physical plant to facilitate effective access to CDCR programs, services, and activities. These modifications and accommodations might include, but are not limited to, the following:

- Measures to ensure effective communication (see below);
- Housing accommodations such as wheelchair accessible cells, medical beds for inmates/patients who cannot be safely housed in general population due to their disabilities, dorm housing, or ground floor or lower bunk housing;
- Health care appliances such as canes, crutches, walkers, wheelchairs, glasses, and hearing aids; and
- Work rules that allow the inmate/patient to have a job consistent with his/her disabilities.

Medical staff shall provide appropriate evaluations of the extent and nature of inmates' disabilities to determine the reasonableness of requested accommodations and modifications.

**Equally Effective Communication:** The Americans with Disabilities Act (ADA) and the *Armstrong* Remedial Plan require CDCR to ensure that communication with individuals with disabilities is equally effective as with others.

- Staff must identify inmates/patients with disabilities prior to their appointments.
- Staff must dedicate additional time and/or resources as needed to ensure equally effective communication with disabilities. Effective communication measures might include slower and simpler speech, sign language interpreters, reading written documents aloud, and scribing for the inmates/patient. Consult the ADA Coordinator for information or assistance.
- Staff must give primary consideration to the preferred method of communication of the individual with a disability.
- Effective communication is particularly important in health care delivery settings. At all clinical contacts, medical staff must document whether the inmates/patient understood the communication, the basis for that determination, and how the determination was made. A good technique is asking the inmate/patient to explain what was communicated in his or her own words. It is not effective to ask "yes or no" questions; the inmate/patient must provide a substantive response indicating understanding of the matters that were communicated.
- Staff must obtain the services of a qualified sign language interpreter for medical consultations when sign language is the inmates/patients' primary or only means of communication. An interpreter need not be provided if an inmate/patient knowingly and intelligently waives the assistance, or in an emergency situation when delay would pose a safety or security risk, in which case staff shall use the most effective means of communication available such as written notes.

**DECS:** The Disability Effective Communication System (DECS) contains information about inmates/patients with disabilities. Every institution has DECS access and staff must review the information it contains in making housing determinations and providing effective communication.

**Housing restrictions:** All inmates/patients shall be housed in accordance with their documented housing restrictions such as lower bunks, ground floor housing, and wheelchair accessible housing, as noted in DECS and their central and medical files. All staff making housing determinations shall ensure that inmates/patients are housed appropriately.

**Prescribed Health Care Appliances (including dental appliances):** Staff (health or security) shall not deny or deprive prescribed health care appliances to any inmate/patient for whom it is indicated unless (a) a physician/dentist has determined it is no longer necessary or appropriate for that inmate/patient, or (b) documented safety or security concerns regarding that inmate/patient require that possession of the health care appliance be disapproved. If a safety or security concern arises, a physician, dentist, Health Care Manager, or Chief Medical Officer shall be consulted immediately to determine appropriate action to accommodate the inmate/patient's needs.

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