

## LABORATORY ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of higher technical or medical professional personnel, an incumbent in this class performs non-professional routine lab tests or procedures and assists in more complex examinations. The work involves responsibility for performing the preparation, dispensing and sterilization of media, as well as the preparation and sterilization of glassware. Work is subject to shift assignment. Supervision is not a responsibility of this class. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

#### When Assigned to Microbiology:

Receives, opens and sorts mailed and hand delivered specimens for diagnostic examinations;

Dates and time stamps all request slips;

Numbers specimens and request slips with laboratory work number;

Enters all specimens and pertinent specimen-patient data into accession book with assigned specimen laboratory numbers on samples of blood, cerebral spinal fluid, body fluids, stools, urine, wound swabs and nose/throat swabs;

Performs basic laboratory work such as staining slides and preliminary preparation of specimens for testing;

Files and retrieves laboratory reports;

Reports findings upon request by a physician or other authorized person and logs each telephone request as to patient's name, hospital number, date specimen collected, to whom report was given followed by personnel signature and distribution of report;

May perform a variety of routine tasks involved in maintenance of work area including disinfecting work-bench areas and centrifuges and ordering necessary supplies.

#### When Assigned to Environmental Chemistry:

Receives all samples delivered to the laboratory for chemical analyses;

Dates and time stamps all laboratory forms submitted with samples and checks forms to insure they are properly filled out and requested analyses are clearly indicated;

Numbers samples and laboratory forms with laboratory work number;

Cleans, prepares and distributes sample preservatives and sample collection bottles insuring each has been properly treated to prevent sample contamination;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Cleans and prepares laboratory glassware and pipettes, utilizing the various required techniques to prevent sample contamination;

Performs physical and chemical analyses of the parameters that must be tested immediately upon sample receipt, including color, turbidity, PH, alkalinity, etc;

Prepares sample aliquots for analyses and preserves samples for storage;

Assists in performing the standardized wet chemistry analyses, when required, and records results including chlorides, hardness, sulfates, and solids;

Maintains work area and instrumentation in a clean and safe manner and in operational condition;

Prepares, as required, solutions and reagents;

Assists in performing environmental bacteriology examinations as required;

When Assigned to Media/Glassware:

Conducts the decontamination of infectious specimens, media and materials;

Prepares, sterilizes and dispenses large volumes of culture media, solutions and glassware;

Operates autoclaves, electric hot air ovens and large glassware washing machines in washing and sterilizing glassware;

Assembles, maintains, and dispenses diagnostic outfits for doctors, hospitals, health department and institutions for use in the collection of microscopic, bacteriologic, and serologic laboratory specimens;

Operates dispensing equipment, balances, filtering devices and autoclaves in the preparation and sterilization of media;

Delivers media and glassware as required; collects used glassware and contaminated materials;

May assist in preliminary laboratory examinations;

Maintains assigned areas, instrumentation and equipment in a safe manner and at operational readiness;

Performs quality control measures and maintains quality control records.

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

When Assigned to Environmental Bacteriology:

Receives all samples delivered to the laboratory for bacteriological analysis; check forms to insure they are properly filled out and requested analyses are clearly indicated; check date and time submitted;

Sorts samples; assigns laboratory numbers to sample forms and media/glassware required to perform the analyses; sets up samples to correspond to laboratory numbers;

Performs the standardized bacteriological examinations of potable and non-potable water, restaurant swabs and dairy products;

Prepares medias and solutions, performs and records required quality control;

Cleans and prepares laboratory glassware and equipment using proper techniques to insure sample integrity;

Maintains assigned work areas and equipment in a clean and safe manner and at operational readiness;

Works overtime, holidays and weekends when required.

When Assigned to Phlebotomy:

Cleans area of puncture site with disinfectants and distends vein, using a rubber tourniquet;

Inserts needle in one of the patient's veins, following strict procedures of asepsis and antisepsis to avoid infection of the patient and contamination of blood being obtained;

Observes patient during entire procedure to detect signs of reaction;

Notifies physician or nursing personnel if complications arise;

Fills specimen containers used for performance of blood tests;

Insures proper labeling of specimens;

May take blood samples from finger of patients as required;

Transports or prepares specimens for transport to appropriate lab for analysis;

Maintains detailed records and files;

Performs related duties as required.

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

When Assigned to the Health Department

Performs simple laboratory procedures and examinations under a microscope;

Numbers specimens and request slips with laboratory work number;

Enters all specimens and pertinent specimen-patient data into an accession book with assigned laboratory numbers on samples of blood, cerebral spinal fluid, body fluids, stools, urine, wound swabs, and nose/throat swabs;

Performs basic laboratory work such as staining slides and preliminary preparation of specimens for testing;

Files and retrieves laboratory reports;

May perform a variety of routine tasks involved in the maintenance of a work area including disinfecting work bench areas and centrifuges and ordering necessary supplies;

Cleans and prepares laboratory glassware and pipettes, utilizing the various required techniques to prevent sample contamination;

Performs physical and chemical analyses of the parameters that must be tested immediately upon sample receipt, including color, turbidity, PH, alkalinity, etc;

Maintains work area, equipment and instrumentation in a clean and safe manner and in operational condition;

Prepares, as required, solutions and reagents;

Performs vision and hearing tests;

Performs urine test by dipstick method;

Operates autoclaves;

May assist in preliminary laboratory examinations;

Performs quality control measures and maintains quality control records;

Cleans puncture sites with disinfectants and distends vein, using a rubber tourniquet;

Inserts needle in patient's vein, following strict procedures of asepsis and antisepsis to avoid infection of the patient and contamination of blood being obtained;

Fills specimen containers used for performance of blood tests;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Insures proper labeling of specimens;

May take blood samples from finger of patients as required;

Transports or prepares specimens for transport to appropriate lab for analysis;

Maintains detailed records and files;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of standard laboratory procedures and techniques; good knowledge of the use and operation of laboratory equipment and instruments; skill in performing simple procedures; ability to understand and follow technical instructions, including scientific and mathematical concepts of measuring and weighing; ability to perform necessary quality control monitoring; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; thoroughness; honesty; dependability; accuracy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and either: (a) satisfactory completion of 60 credits\* at a recognized college or university which included course work in biology, chemistry, nursing or other laboratory science; or (b) one year of laboratory experience in an approved hospital, medical or public health laboratory; or (c) satisfactory completion of 30 credits\* of college level course work in medical technology; or (d) a satisfactory equivalent combination of the foregoing training and experience.

SUBSTITUTION: Six months of on the job training in the position of Laboratory Helper or Phlebotomist in Westchester County service or Westchester Medical Center may be substituted for the above required experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post secondary, degree granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

West. Co.  
J.C.: Non-Competitive  
MAP5

Job Class Code: C0598  
Job Group: V