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# Example of Assistant Lab Job Description

Our innovative and growing company is looking for an assistant lab. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for assistant lab

* Perform all duties in a manner that promotes team concepts and reflects the PH&S mission, philosophy, and core values of respect, compassion, justice, excellence, and stewardship
* Order and maintain ample inventory of safety supplies and personal protective equipment
* Assist lab technicians in loading and unloading specimens on analyzers
* Clean, disinfect and maintain clean rooms and equipment
* Store samples in storage racks when completed
* May be responsible for collecting blood specimens for use by clinicians and/or Medical Technologists for clinical analyses, evaluations, and/or diagnostic purposes
* At some locations, may initiate registration and test ordering in lab computer systems, including obtaining diagnoses from providers and checking appropriate medical necessity
* At some locations, may collect and enter all necessary demographic and insurance information from patients or responsible parties
* At some locations, may be responsible for following up with physician office for additional information as needed
* Stock and maintain supplies of glassware and lab supplies throughout various lab stations

## Qualifications for assistant lab

* 1 year of experience can be substituted for the 6-week certified clinical training program
* Must successfully complete on-the-job training program, including computer training during initial employment
* At least 8 hours of science credits from accredited university or college preferred
* Certification in phlebotomy from American Society of Clinical Pathologists or equivalent organization preferred
* Objectives, adherence to good clinical practice (GCP)
* Receiving and coordinating of retrievals coming into and leaving the biorepository, properly routes samples