

MI'KMAQ NATION
POSITION DESCRIPTION

TITLE: Phlebotomist/Medical Assistant
CLASSIFICATION: Full-time, Hourly/Non-exempt
SUPERVISORY: No
IMMEDIATE SUPERVISOR: Clinic Director or Registered Nurse
SALARY RANGE: \$18-24

NOTE: The following includes data on essential functions, as well as physical, mental, academic and experiential requirements for the work described herein. This Position Description is meant to serve interviewers, applicants, and directors as a reference tool for determining whether the applicant meets the qualifications, is sufficient to perform the tasks, and assumes the responsibility for the work described herein. Some aspects of the Position Description may change over time to meet the needs of the Mi'kmaq Nation (hereinafter, MN).

SUMMARY OF POSITION: The incumbent for this position is a key player of the Mi'kmaq Family Health Services primary care team. Responsible for the effective operation of the lab through coordination of all activities within their scope of responsibilities under the general supervision of the Clinical Director and/or designee. Performs venipunctures, finger sticks, processes medical waived lab tests, properly collects and prepares specimens for lab courier, accessioning, and documents the results promptly and accurately. Incumbent will promote productive, professional, and friendly interactions with patients, providers, members of other departments, and will serve as a back-up for clinical team members as needed.

EDUCATION (AND PERTINENT EXPERIENCE): High school diploma or equivalent required. Associate's Degree in medical assistance or clinical laboratory sciences preferred.

LICENSES OR CERTIFICATIONS: Certified Nursing Assistant, Medical Assistant, or Phlebotomist, ASCP registered or eligible for registration, or ASPT, CLT, AMT required. If the candidate does not have a certification, they must obtain a certification within one year of hire. Must have a valid driver's license, vehicle, and appropriate vehicle coverage, and maintain driver's eligibility as a condition of employment. Be eligible to be put on the tribe's vehicle insurance policy.

SKILLS/KNOWLEDGE/ABILITIES (SKA) REQUIRED: Working knowledge of laboratory functions in a clinical setting. Knowledge of Universal Precautions, SDS, generally accepted safety practices, and quality control practices for lab services. Knowledge of medical record documentation practices related to laboratory services.

WORKING CONDITIONS: Work is performed in an outpatient primary care setting, Tribal and community buildings, and patient homes. Work requires long periods of standing, walking, bending, and lifting up to 40 pounds. Items may be placed on overhead storage. There is occasional exposure to contagious and infectious diseases. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work may require the de-escalation strategies with patients, families and visitors.

TRAVEL REQUIREMENTS: The ability to travel and attend meetings and trainings; overnight and out of town, both locally & nationally, with minimal frequency.

FUNCTIONS/TASKS/RESPONSIBILITIES:

1. Perform waived laboratory testing available, within compliance, and under the supervision of a physician, nurse practitioner, or registered nurse.
2. Communicate with and assist patients in a professional and courteous manner. Provides patient education material and information as directed.
3. Review the laboratory schedule and verify and complete orders. Identify the patient and confirm the correct patient record. Monitor and resolve orders in the electronic health record.
4. Obtain blood specimens from patients (infants, pediatrics, and adults) per laboratory orders by performing venipunctures, finger sticks, process medical waived laboratory tests, and document results.
5. Understands proper specimen handling.
6. Complete appropriate laboratory forms, document tests performed, and report laboratory results to the ordering provider in a timely manner. Follows established practice guidelines for notifying of critical and STAT lab results.
7. Complete lab requisition forms and produce appropriate labels for forms and specimens, prepare and pack specimens for the reference laboratory.
8. Monitors when referral laboratory reports are sent and returned.
9. Orders and maintains adequate supplies, patient handouts, forms and logbooks. Performs all routine maintenance procedures and calibrations of clinical analyzers (runs QC checks on equipment), records and monitors temperature checks on refrigeration and freezer units, and maintaining security standards.
10. Maintain a safe, clean and organized work area on a daily basis or more often, as necessary. Follow procedures established for universal precautions and sterile techniques. Alert Clinic Director and/or Health Director to problems and difficulties, as circumstances may warrant.
11. Adheres to all quality control requirements in laboratory.
12. Performs clerical support including making copies, maintaining and organizing filing system for incoming and outgoing labs, end of month statistical reports, and other assigned duties by supervisor.
13. Maintain records and documentation for proficiency testing and to meet CLIA requirements and regulations.
14. Participates in quality improvement process/projects, both in the laboratory and the health clinic.
15. Responds in case of an internal or external disaster, or pandemic.
16. Participate in proficiency testing events as assigned by the Clinic Director or designee. Advance job knowledge and skills through continuing education efforts with the approval of Clinic Director.

17. Serve as a back-up for clinical team members as needed by controlling patient flow, obtaining blood pressure measurements, and documenting vital signs in the Electronic Health Record.
18. Attend staff and other meetings, in-services, and other events as directed by supervisor.
19. Reports to work, meetings, training, and scheduled appointments on time.
20. All other duties as assigned.
21. Participate Health Insurance Portability and Accountability Act (HIPAA) Training as required by MN/MHD Training Policy, and maintain HIPAA Compliance in performance of position function.
22. Maintain strict adherence to the Privacy Act of 1974.
23. Review and abide by the MN Personnel Manual.

EVALUATION

Feedback will be practiced on an on-going basis and the notes will be attached to your personnel file. Formal evaluations will be conducted minimally, on an annual basis, and are based on how one meets, exceeds, or fails at standards specified within this position description.

NOTICE: This position in no way states or implies that the responsibilities and tasks are the only responsibilities and tasks to be performed by the employee occupying this position. Employee will be required to follow any other instructions and to perform any other job-related duties as required by employee's immediate supervisor. Requirements stated herein, are minimum levels of knowledge, skills and/or abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skill. All employment decisions, including promotions, transfers and others, are based on meeting all requirements herein, and on Tribal need, the employee's being in good standing (including lack of disciplinary actions), meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modifications to reasonably accommodate qualified individuals who pose a direct threat or significant risk to health and safety to themselves or others.