

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CLINICAL LABORATORY ASSOCIATE

POSITION CODE: 08200
Effective: 2-16-90

DISTINGUISHING FEATURES OF WORK:

Under general supervision, performs subprofessional clinical laboratory specimen acquisition and other support work in a state clinical laboratory; receives, records, prepares, and distributes numerous specimens of body fluids for examination, analysis, and testing by technical and/or professional staff within a state laboratory or at a reference clinical laboratory; ensures physical integrity of specimens received; ensures proper handling and storage of specimens; monitors chain of custody of specimens; monitors and ensures timeliness and appropriateness of test results; accurately enters and transmits test results in computer host system.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Receives, records, prepares, and distributes numerous specimens of body fluids such as blood, urine, feces, spinal fluid, peritoneal fluid, pleural fluid, etc. for examination, analysis, and testing by technical and/or professional staff; ensures appropriate preparation, storage, and handling of those specimens to be transported to reference laboratories; ensures physical integrity of specimens; differentiates and partitions appropriate volume of specimens for tests to be conducted; distributes prepared specimens and documentation to appropriate work station.
2. Monitors timeliness and appropriateness of test results; reviews results to ensure normal ranges are given as well as the test results; follows up as necessary and brings to the attention of the supervisor; ensures validation of test results has occurred.
3. Follows and ensures proper precautions in handling clinical laboratory specimens; ensures cleanliness of work area.
4. Enters and transmits all test results and necessary pathological comments in computer host system; ensures accuracy of transmission.

CLINICAL LABORATORY ASSOCIATE (Continued)

5. Reviews computer printouts to identify tests to be conducted, results received, etc.; reviews and enters test requisitions into system as necessary.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires education and experience equivalent to an associate's degree with courses in the acquisition of clinical laboratory specimens.

Knowledges, Skills and Abilities

Requires working knowledge, understanding, and application of elementary clinical laboratory specimen terminology.

Requires elementary knowledge of specimen acquisition procedures and techniques.

Requires elementary knowledge of clinical laboratory safety procedures.

Requires ability to operate a computer terminal.

Requires ability to keep accurate records.

May require completion of a post high school training course and subsequent certification as a phlebotomist.