



## DIVISION SCOPE OF SERVICE

<b>Division: CONTINENTAL</b>
<b>Classification: LABORATORY ASSISTANT</b>
<b>Applicant Name:</b>
<p><b>Laboratory Assistant:</b> The Laboratory Assistant must have equivalent qualifications and competence as employed individuals performing the same or similar services at the facility.</p>
<p><b>Definition of Care or Service:</b> The Laboratory Assistant receives and prepares specimens for process which helps physicians diagnose diseases. Scope of service may include:</p> <ul style="list-style-type: none"> <li>• Maintaining Gross Room through stocking, cleaning, specimen disposal, and temperature charts etc.</li> <li>• Accessions specimens using the Hospital computer system to assign case numbers. Assures identification prior to assigning accession numbers.</li> <li>• Cross train for transcriptionist duties under direct supervision of Office Coordinator and Pathologists.</li> <li>• Demonstrates Clinical and Service excellence behaviors to include code of HCA Healthcare conduct core fundamentals in daily interactions with patients, families, co-workers and physicians.</li> </ul>
<p><b>Setting(s):</b> Healthcare facilities including but not limited to hospitals, Lab, outpatient treatment facilities, imaging centers, and physician practices. Willing/able to work with biohazardous specimens and a variety of chemicals.</p>
<p><b>Supervision:</b></p> <ul style="list-style-type: none"> <li>• Supervision by the department manager, Pathologists and Pathologists Assistant</li> </ul> <p><b>Evaluator:</b> Department director or designee in conjunction with supervising pathologist.</p> <p><b>Tier Level: 2</b></p> <p><b>eSAF Access Required:</b> Yes</p>
<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• High School/GED or higher</li> </ul> <p><b>NOTE:</b> Where education may not be defined in qualifications area of the Scope, HCA Healthcare requires the highest level of education completed (not training or courses) confirmed on your background check.</p>
<p><b>State Requirements:</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul> <p><b>Preferred Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience in medical field</li> </ul>
<p><b>Competencies:</b> The Lab Assistant will demonstrate:</p> <ul style="list-style-type: none"> <li>• Safe and effective operation of pathology equipment <ul style="list-style-type: none"> <li>• Maintains slide and block files/discard biohazardous waste as directed</li> </ul> </li> <li>• Maintains gross room- clean stock with supplies, change stains as required, assist in saving discarding</li> </ul>



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specimens, monitor gross room equipment and alert PA if malfunction is noticed.

- Maintains confidentiality
- Works very closely with the Pathologists Assistant as well as the Pathologist; assisting with specimens as necessary, including labeling of cassettes and filling out histology worksheets.
- Monitors surgery schedule and maintains gross room log sheets, labels, forms etc.
- Follows hospital policies and procedures
- Respect his/her work space
- Treat others with respect and courtesy
- Follows through with tasks/problems and gives necessary feedback
- Promptly investigates and follows up on unusual incidents and communicates with supervisors
- Infection Prevention
  - Practices consistent hand hygiene
  - Uses personal protective equipment (PPE) when required
  - Required immunizations per Division requirements
  - Complies with Isolation precautions
  - Maintains sterile field

**References:**

N/A

**Document Control:**

- Cosmetic updates 10/14/2019
- Cosmetic updates 4/7/2020

**Your signature confirms you will be able to comply with the Qualifications and Competencies listed within this Scope of Service and that you will confirm education via your background check.**

**Applicant Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_