

POSITION INFORMATION		
<b>Position Title:</b> Licensed Clinical Lab Technologist/Lab Technician – New York		<b>Position Location:</b> New York Collection Centers
<b>Business/Functional Unit:</b> Plasma Operations	<b>FLSA Status:</b> Non-Exempt	<b>Date:</b> February 2017
GENERAL SUMMARY		
State the general nature and most important job aspects		
Responsible for greeting donors at the plasma collection center and conducting a series of registration procedures to verify donor suitability for the plasma pheresis process.		
REPORTING RELATIONSHIP		
List positions that report into this position and to whom this position reports		
<b>Reports To:</b>	Daily operational activities: Center Lab Supervisor; All else: Center Management Team	
<b>Direct Reports:</b>	This position does not have any direct reports	
RESPONSIBILITIES		
List current duties and responsibilities		
1	In compliance with Standard Operating Procedures (SOPs), assists qualified donors in completing the screening process. The screening procedures includes but are not limited to: assessing the self-administered health history, answering basic medical questions associated with the donation process, referring donors to medical staff when appropriate and performing health screening procedures such as blood pressure, pulse, weight, temperature. Performs finger stick to obtain samples of donor's hematocrit and total protein levels. Reads and documents hematocrit and total protein results.	
2	Upon completion of the appropriate training, may educate new donors on the use of therapeutic products made from donated plasma. This includes explaining the screening process, the health screening tests performed, the appointment system, donation fees, center policies, proper nutrition and any other information pertinent to the donor. Ensures all donor questions are answered; timely, accurately and professionally.	
3	May be involved in; registering applicant and transfer donors based upon completion of appropriate training and operational needs of the center.	
4	May answer the telephone and answer caller's questions or transfer calls to appropriate staff member.	
5	Maintains alertness and awareness to any reaction a donor may have during or after the pheresis process and notifies appropriate staff.	
6	Alerts Group Leader or Supervisor of donor flow issues.	
7	Ensures the accurate recording of donor data in the electronic donor information management system as outlined in the SOPs.	
8	Understands the policies and procedures associated with hyper immune programs at the center if applicable.	
9	Maintains clean efficient work environment and ensures sufficient operating supplies and forms are available as needed. Follows all Health Safety & Environmental (HSE), Occupational Safety & Health Administration (OSHA) policies and procedures. Promotes safety in all actions.	
10	Maintains confidentiality of all personnel, donor and center information.	
11	May be cross-trained in other areas to meet the needs of the business.	

12	Bilingual skills may be required, at the discretion of the organization, to meet the needs of the business.
13	Perform other job-related duties as assigned.

JOB SPECIFICATIONS	
Provide minimum hiring requirements, specialized knowledge, and other considerations required	
<b>Education</b>	<ul style="list-style-type: none"> <li>Bachelor's or higher degree in a Department registered clinical laboratory technology licensure program, or the equivalent, OR</li> <li>Bachelor's or higher degree in biology, chemistry, or the physical sciences AND advanced certificate in clinical laboratory technology</li> <li>Associate or higher degree in a Department-registered clinical laboratory technician licensure program, or the equivalent</li> <li>Current State of New York Clinical Laboratory Technologist or Technicians Licensure</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Minimum of three (3) months experience in a clerical or customer service related position, preferably in medical or health provider environment or equivalent combination of education and experience</li> <li>Must be able to perform basic math calculations</li> </ul>
<b>Additional Comments</b>	<ul style="list-style-type: none"> <li>Must maintain current licensure</li> </ul>
<b>Working Conditions</b> <i>(physical &amp; mental requirements)</i>	<ul style="list-style-type: none"> <li>Ability to understand, remember and apply oral and/or written instructions</li> <li>Ability to understand and follow basic instructions and guidelines</li> <li>Must be able to see and speak with customers and observe equipment operation.</li> <li>Occasionally perform tasks while standing and walking up to 100% of time</li> <li>Reach, bend, kneel and have high level of manual dexterity</li> <li>Occasionally be required to lift and carry up to 25 pounds</li> <li>Fast paced environment with frequent interruptions</li> <li>Frequently exposed to hazardous chemicals, extreme temperatures and to blood borne pathogens</li> <li>Required to wear Personal Protective Equipment while performing specific tasks or in certain areas</li> <li>Required to work overtime and extended hours to support center operational needs</li> </ul> <p><i>Note: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability, veteran status, national origin or other legally protected classifications.</i></p>

NAMES, SIGNATURES and DATES	
<i>Disclaimer: The above statements describe the general nature and level of work and are not an exhaustive list of all required responsibilities, duties, and skills.</i>	
<b>Position Holder:</b>  <b>Print Name:</b> _____  <b>Signature:</b> _____	<b>Date:</b>  _____