

**JOB ACTION SHEET**  
**LABORATORY TESTING & DATA ENTRY ASSISTANT**

**Position title:** Laboratory Testing & Data Entry Assistant

**Job classification code required:** 2416, 2402, 2462

**Required Job Skills:**

**Module:** Laboratory Branch

**You report to:** Laboratory Testing Group Supervisor; Laboratory Resources Management Group Supervisor

**You supervise (if activated):** N/A

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**Missions**

1. Centrifuge blood specimens and transfers serum, plasma or other bodily or environmental specimens aseptically to a sterile container for testing or storage.
2. Process clinical specimens by treating specimens with reagents, concentrating material and inoculating culture media, all in preparation for analysis by microbiologists.
3. Enter patient data and specimen information into computer system to prepare computerized worksheets and reports.
4. Prepare media and reagents for bacteriological laboratory tests, prepares various laboratory supplies and equipment.
5. Enter data into computer (using a laboratory information management system)
5. Assist Microbiologists and Supervisors as needed

**Initial Actions**

- ☐ Sign-in to Staff Roster.
- ☐ Report to and receive assignment from your supervisor.
- ☐ Put on picture ID badge and vest (if provided).
- ☐ Read entire Job Action Sheet.
- ☐ Introduce self to all staff assigned to team.
- ☐ Alert supervisor if you are unable to perform any of the duties in the Job Action Sheet. Clarify any questions or concerns with assigned supervisor prior to starting work.
- ☐ Familiarize self with the work station and resources including:
  - Physical layout of the work space (e.g. emergency exits, bathrooms).
  - If assigned, check workstation phone and computer.
  - Obtain needed office supplies (paper, pens, etc.).
  - If assigned DPH 800 MHz radio, turn on radio to assigned channel.
  - If assigned, check pager and cell phone.
- ☐ Establish and maintain a Job Action Log that chronologically describes your actions during your shift.
- ☐ Review message form instructions, if provided.

**Specific Job Actions**

- ☐ Set up bacterial, viral or mycological cultures, if necessary
- ☐ Prepare any chemical reagents necessary for further testing
- ☐ Decontaminate work areas for microbiologists prior to testing
- ☐ Prepare machinery for lab testing (centrifuges, incubators, pipettors, bio-safety cabinets)
- ☐ Enter specimen demographic data into laboratory information management system (computer data entry)
- ☐ Enter completed laboratory results into computer (laboratory information management system)
- ☐ Decontaminate work areas, subsequent to testing
- ☐ Assist microbiologists as needed

### **Conclusion of Work Shift Actions**

- ☐ Complete all required forms, reports, and other documentation and give to supervisor.
- ☐ Sign out and log the hours worked during the response
- ☐ Clean up your work area before you leave
- ☐ Leave a phone number where you can be reached.
- ☐ Brief on-coming staff at shift change on specific job position duties. Ensure that ongoing activities are identified and that follow-up requirements are known before you leave your workstation.

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