

**HEALTH TECHNICIAN
CS-640-07**

INTRODUCTION

This position is located in the Department of Forensic Sciences (DFS), Public Health Laboratory. The mission of the DFS is to provide high-quality, timely, accurate, and reliable forensic science services using best practices and best available technology, focusing on unbiased science and transparency, to enhance public safety and health.

MAJOR DUTIES

Receives clinical specimens and environmental samples from various clinics, healthcare providers, and other locations via designated couriers and ensures that the chain of custody form is submitted and the number and type of specimens and samples submitted are consistent.

Rejects the specimens or samples if there are inconsistencies between the specimen and samples, the chain of custody forms or the general laboratory request forms according to established protocols.

Enters the demographic data from the general laboratory request form into a Laboratory Information Management System (LIMS), separates the specimens by type and laboratory and distributes them for subsequent testing throughout the laboratory according to an established protocol using a chain of custody.

Prepares and scans all the relevant documents into the LIMS for future documentation; input, delete, store, file, track and retrieve and manipulate data, and develop reports.

Batches specimens by type and laboratory and releases the batches to the different testing laboratories and the couriers for transport and subsequent analysis in the laboratory.

Informs Bio-terrorism (BT) Coordinator and Laboratory Director upon the receipt of specimens and samples suspected of Bio-threat agents and handle following established laboratory protocols.

Generates any records needed during the accessioning of specimens (i.e. DCPHL PT Package Receipt Form, External Transfer Chain of Custody, Internal Transfer Chain of Custody, and Laboratory Final Report for Send Outs).

Receives materials and supplies utilized in laboratories from agency operations staff. Boxes received shall weigh no more than 20lbs.

Responds to routine inquiries, and provides appropriate information upon request regarding the disposition of the specimen or samples.

Performs other related duties as assigned.

KNOWLEDGE REQUIRED Y THE POSITION

Knowledge of the standards, principles, procedures and practices of the Laboratory Information Management System (LIMS) in use by the PHL.

Knowledge of the different specimen types for batching purposes in order to ensure rapid and accurate entry of demographic data in to the LIMS.

Ability to prepare data for scanning, retrieving data for reports, and dissemination.

Ability to utilize office automated system, i.e., LIMS, personal computer, etc.

Ability to effectively communicate verbally and in writing in order to converse with clinical medical staff and other PHL clients

SUPERVISORY CONTROLS

Works under the general supervision of the supervisor, who outlines objectives, goals, policies and priorities, and provides initial instructions or guidance on new or unusual problems or situations encountered.

The incumbent plans and carries out work assignments and handles minor problems and/or deviations in the work according to instructions, policies, or accepted agency and organizational practices.

Completed assignments are reviewed in terms of attainment of the goals and objectives, accuracy, attention to detail and timeliness in completing the assignments.

GUIDELINES

Guidelines include established laws and regulations of the District of Columbia, agency instructions, written policies, procedures, manuals and memoranda and Laboratory protocol, regulations and standards.

Utilizes judgment when locating and selecting the most appropriate guidelines, references, and procedures for application and in making minor deviations to adapt the guidelines to specific work situations; and may be required to determine alternatives to use from established guidelines. Work situations that cannot be applied to existing guides are referred to the supervisor.

COMPLEXITY

The work requires the ability to recognize specimen types and entry of demographic data into the LIMS. Coordination with health care providers on specimen submissions may also be required.

Determines what needs to be done based on tasks or assignments and determines what course of action to take when selecting alternative methods, techniques, based on established procedures.

SCOPE AND EFFECT

The purpose of the work is to input data into an electronic system which permits tracking specimens and samples, and electronic reports of final results. The work increases the efficiency of the laboratory and shortens specimen turn-around time for clients.

PERSONAL CONTACTS

Contacts are with medical providers and program staff of the Laboratory.

PURPOSE OF CONTACTS

Contacts are for the purpose of verifying or clarifying information submitted along with the specimens and samples and exchanging relative information.

PHYSICAL DEMANDS

The work involves routine office and laboratory functions and requires the stamina to handle large batches of specimens and samples, and processes them in a timely manner. Some lifting of objects weighing 20lbs or less may be required

WORK ENVIRONMENT

Work is performed in a laboratory setting and certain laboratory areas require vaccination (inoculation) to prevent contracting diseases; may also be exposed to biological agents requiring safety precautions such as bio-safety cabinets (BSC's) and protective clothing and gear (laboratory coats, gloves and safety goggles). The accessioning area is at the Bio-safety Level II.

OTHER SIGNIFICANT FACTS

Successful completion of a full 4-year course of study leading to a bachelor's degree, with a major study or at least 24 semester hours in subjects directly related to this position or one (1) of experience at the next lower grade level. Specialized experience is experience that requires the application of the knowledge related to the methods, and techniques of the position to be filled.

SPECIAL REQUIREMENT

This position's duty station will be housed within the Consolidated Forensic Laboratory (CFL) which is a protection-sensitive facility. As such, incumbents of this position shall be subject to criminal background checks, background investigations, and mandatory drug and alcohol testing, as applicable.

The nature of the DFS mission necessarily involves the potential risks associated with biological or chemical hazards, including morgue functions. Although contact with these functions is intended to be minimal, the risks are nevertheless possible; training to recognize, address, and mitigate these risks is required as is dealing with potentially personally difficult topics, such as crime, death, and disease.