Arizona CTE

LABORATORY ASSISTING, 51.0802.00

APPLY STANDARD PRECAUTIONS AND SAFETY MEASURES PCT1.0

1.1 Demonstrate knowledge of communicable diseases and blood borne pathogens PCT1.1

1.2 Use Universal Precautions according to OSHA (Occupational Safety and Health Administration) and use Transmission-based Precautions according to CDC (Center for Disease Control) PCT1.2

1.3 Use proper hand hygiene according CDC (Center for Disease Control) PCT1.3

1.4 Don, remove, and discard PPE (personal protective equipment such as gloves, gowns, masks, lab coats, goggles, and face shields) according to standard procedure PCT1.4

1.5 Demonstrate knowledge of isolation and the use of isolation procedures PCT1.5

1.6 Comply with hazardous labeling requirements according to OSHA (e.g., safety signs, symbols, and special instructions) PCT1.6

1.7 Describe procedures for cleaning laboratory spills PCT1.7

1.8 Handle and dispose of contaminated and hazardous items according to OSHA guidelines PCT1.8

1.9 Use fire and chemical safety protocols (e.g., SDSs and the use of fire extinguishers) PCT1.9

1.10 Describe evacuation plans used by various facilities and statewide alert codes PCT1.10

1.11 Maintain a clean work area (e.g., cleaning agents, Clorox, and other disinfectants) PCT1.11

1.12 Maintain a safe work environment (e.g., proper storage of equipment, materials, and chemicals; proper containment of food and personal items; hair tied back and minimal jewelry) PCT1.12

1.13 Use equipment, materials, and chemicals according to manufacturer guidelines PCT1.13

	1.14 Report unsafe conditions for self and others (e.g., frayed cords, spillages, puddles on floor, and bed rails down) PCT1.14
	1.15 Demonstrate proper body mechanics and lifting techniques PCT1.15
MAINTAIN THE LABORATORY ACCORDING TO INDUSTRY REGULATIONS AND STANDARDS PCT2.0	**2.1** Comply with federal, state, and local laws, regulations, and guidelines for the laboratory [e.g., CMS (Centers for Medicare and Medicaid Services), CDC (Center for Disease Control), OSHA, CLIA (Clinical Laboratory Improvement Amendment)] PCT2.1
	2.2 Adhere to CLIA (Clinical Laboratory Improvement Amendments) regulations and their impact on laboratory functions and procedures PCT2.2
	2.3 Comply with voluntary accrediting and inspection agency requirements [e.g., CAP (College of American Pathologists), Joint Commission , and AABB (American Association of Blood Banks)] PCT2.3
	2.4 Communicate test results, reference ranges, and specimen requirements to authorized sources according to HIPPA guidelines PCT2.4
	2.5 Assess active involvement in local, state, and national associations and organizations (people and resources) to keep up-to-date regarding the industry PCT2.5
DEMONSTRATE LEGAL AND ETHICAL PRACTICES PCT3.0	**3.1** Recognize liability associated with the practice of laboratory assisting (risk management, patient refusal to comply) PCT3.1
	3.2 Comply with the Patients' Bill of Rights according to AMA (American Medical Association) and AHA (American Hospital Association) PCT3.2
	3.3 Protect patient confidentiality according to HIPPA guidelines PCT3.3
	3.4 Function within the laboratory assistant's scope of practice (duties and responsibilities) PCT3.4
PERFORM THE PHLEBOTOMY PROCEDURE PCT4.0	**4.1** Explain the legal scope of practice and laws and regulations regarding phlebotomy and point-of-care testing PCT4.1
	4.2 Use terms, abbreviations, and codes commonly used in laboratory testing PCT4.2
	4.3 Read physician orders/laboratory requisitions to determine specimen requirements PCT4.3
	4.4 Order tests according to physician's orders, including inside and outside laboratories PCT4.4
	4.5 Follow written facility testing procedures and protocol PCT4.5

	4.6 Use the proper method (two proofs of identify) to ensure patient identification PCT4.6
	4.7 Provide a comfortable, safe environment and explain lab procedures to the patient, using an interpreter if needed PCT4.7
	4.8 Use phlebotomy equipment according to manufacturer guidelines PCT4.8
	4.9 Select the appropriate tube following test requirement guidelines PCT4.9
	4.10 Describe basic functions of the cardiovascular system PCT4.10
	4.11 Distinguish characteristics of arterial, venous, and capillary blood PCT4.11
	4.12 Demonstrate an understanding of the anatomy and physiology of the hand and arm PCT4.12
	4.13 Perform the phlebotomist collection procedures (venous blood, capillary blood, blood cultures) PCT4013
PERFORM SPECIMEN COLLECTION AND PROCESSING PROCEDURES PCT5.0	**5.1** Demonstrate the proper method of patient identification PCT5.1
	5.2 Instruct the patient in the proper procedure for collecting semen, urine, feces, and other body fluids PCT5.2
	5.3 Describe procedures for testing urine, blood, occult blood, and capillary glucose PCT5.3
	5.4 Use terms, abbreviations, and codes commonly used in the laboratory regarding specimen collection and processing (e.g., capillary vs. venous vs. arterial) PCT5.4
	5.5 Use reference values for selected specimen (point-of-care testing) PCT5.5
	5.6 Read physician orders/laboratory requisitions to determine specimen requirements PCT5.6
	5.7 Follow written facility testing procedures PCT5.7
	5.8 Choose equipment and supplies for selected specimens PCT5.8
	5.9 Use blood bank bands and identification according to facilities policies PCT5.9
	5.10 Label, transport, and store selected specimens according to established protocol PCT5.10
	5.11 Determine specimen acceptability (e.g., preparation; type of specimen; collection, handling, and storage of specimen; and presence of interfering substances) PCT5.11

	5.12 Prepare for a test run (sample and reagent preparation, use of standards and controls, instrument calibration, performance and maintenance checks, malfunction identification and troubleshooting) PCT5.12
	5.13 Handle sterile and non-sterile items according to standards and procedures PCT5.13
	5.14 Perform specimen collection procedures (e.g., throat cultures and RSV swabs) PCT5.14
	5.15 Perform processing and pre-analytic preparation of specimens (centrifuge, separate, aliquot, and label) PCT5.15
	5.16 Store specimens (time, temperature, light, packaging, and transport off-site) PCT5.16
	5.17 Follow chain-of-custody procedure (drug screen testing, blood alcohol testing) PCT5.17
	5.18 Report results according to established protocol and using appropriate documentation procedures PCT5.18
	5.19 Identify and report specimens that are STAT or ASAP according to established protocol PCT5.19
	5.20 Define quality control terms (e.g., trends and shifts, means and modes, and documentation and corrective action) PCT5.20
DEMONSTRATE LABORATORY DOCUMENTATION, QUALITY CONTROL, AND QUALITY ASSURANCE PCT6.0	**6.1** Explain the quality control process on manual testing and instrumentation PCT6.1
	6.2 Explain the quality control check on refrigerators, centrifuge, rotators, and incubators PCT6.2
	6.3 Apply quality improvement procedures to laboratory activities as defined by the facility, department, and profession PCT6.3
	6.4 Perform quality assessment and improvement activities PCT6.4
	6.5 Perform preventive maintenance on instruments and equipment (e.g, recognize equipment malfunctions and notify appropriate authority) PCT6.5
	6.6 Describe calibrating and monitoring instruments PCT6.6
	6.7 Recognize procedural and technical problems and take corrective action according to predetermined criteria PCT6.7
PERFORM URINALYSIS TESTING PCT7.0	**7.1** Demonstrate knowledge of basic physiology of urinary system PCT7.1

	7.2 Prepare for testing (perform instrument setup, calibration, and maintenance; evaluate reagent/dipstick acceptability; collect, handle, and store specimen; perform quality control procedures) PCT7.2
	7.3 Perform macroscopic examination of urine [physical and chemical tests, identify normal/abnormal values, recognize interfering substances, define method limitation(s)] PCT7.3
	7.4 Perform confirmatory tests (e.g., clinitest, ictocheck, acetest, ASSA) PCT7.4
APPLY PRINCIPLES OF IMMUNOLOGY/POINT OF CARE PCT8.0	**8.1** Determine specimen acceptability (patient preparation, type of specimen, collection, handling and storage, presence of interfering substances) PCT8.1
	8.2 Prepare for test run (prepare sample and reagent, use standards and controls, calibrate instrument or apparatus, perform maintenance checks, identify/troubleshoot malfunctions) PCT8.2
	8.3 Perform immunological assays PCT8.3
	8.4 Interpret and report results (identify questionable/contradictory results and provide to appropriate authority) PCT8.4
	8.5 Perform and evaluate quality control procedures related to each task according to manufacturer guidelines and perform corrective action if needed PCT8.5
APPLY PRINCIPLES OF HEMATOLOGY PCT9.0	**9.1** Determine specimen acceptability (collect, handle, and store specimen; evaluate type and age of specimen and additive; label properly; check for clots) PCT9.1
	9.2 Prepare specimen for analysis (prepare sample and reagents, use standards and controls, perform performance and maintenance checks, identify and troubleshoot malfunctions) PCT9.2
	9.3 Prepare acceptable blood films [peripheral (size/width thickness, feather edge, straight, and free of streaks) homogeneity, and labeling] PCT9.3
	9.4 Stain blood films (e.g., Wright's stain, iron and controls, and retic) PCT9.4
	9.5 Perform erythrocyte sedimentation rates (e.g., Wintrobe, Westergren, or their modifications) PCT9.5
APPLY PRINCIPLES OF COAGULATION AND HEMOSTASIS PCT10.0	**10.1** Determine specimen acceptability (collection techniques; transport conditions; time, temperature, handling, and storage; additive present—blood-to-anticoagulant ration; check for clots or hemolysis) PCT10.1
	10.2 Prepare specimen for analysis (prepare centrifuge, maintain specimen acceptability relative to time and temperature) PCT10.2

	10.3 Prepare for test run (prepare sample and reagent, use standards and controls) PCT10.3
	10.4 Perform bleeding time (platelet count, limitations of procedure) PCT10.4
APPLY PRINCIPLES OF MICROBIOLOGY PCT11.0	**11.1** Determine specimen acceptability (patient preparation, type of specimen, collection, handling and storage of specimen, presence of interfering substances) PCT11.1
	11.2 Prepare smears and stains (sample and reagent/stain preparation) PCT11.2
	11.3 Inoculate media (sample and media preparation) PCT11.3
	11.4 Incubate media (temperature requirements, prepare incubator, maintenance checks) PCT11.4
	11.5 Report results to appropriate authority PCT11.5
	11.6 Perform and evaluate quality control procedures related to each task and document corrective action PCT11.6
REPORT TEST RESULTS PCT12.0	**12.1** Identify and analyze reference values PCT12.1
	12.2 Identify, analyze, and respond to critical values PCT12.2
	12.3 Match laboratory results with patient information PCT12.3
	12.4 Identify abnormal and questionable/contradictory results and refer them to the appropriate authority PCT12.4
	12.5 Demonstrate understanding or a variety to laboratory documents for reporting test results both manually and electronically PCT12.5
	12.6 Notify specified laboratory personnel when having difficulty with a procedure PCT12.6
	12.7 Follow established procedure for correcting and/or amending manual or electronic reports PCT12.7
MAINTAIN LABORATORY SUPPLIES AND EQUIPMENT INVENTORY PCT13.0	**13.1** Check for adequate inventory of laboratory supplies and equipment PCT13.1
	13.2 Use protocol for ordering laboratory supplies and equipment PCT13.2
	13.4 Describe storage of laboratory supplies and equipment PCT13.4
	13.3 Receive and catalog incoming supplies PCT13.3
	13.5 Prepare, label, and store working reagents PCT13.5

13.6 **Use information management systems to record and retrieve laboratory data from work produced on site and reference laboratories** PCT13.6