

POSITION DESCRIPTION

Department: Laboratory Title: Point of Care Coordinator (POCC)	
Date Created: 12/12/2025 Next Review Date: 12/12/2027	Reports to: Approved by:  Shawn Ottley (Dec 18, 2025 11:20:18 PST) (Administrative Dept. Signature)

POSITION STATUS: ☒ Hourly ☐ Salaried

POSITION SUMMARY

The Lab Point of Care Coordinator is responsible for the coordination of waived point of care testing across clinical sites. Lab Point of Care Coordinator provides technical resources and direction to nurses, medical assistants, and other clinical staff with regard to laboratory policies and procedures and regulatory requirements. The Lab Point of Care Coordinator assures quality testing and accurate test performance through operator training, competency assessment, equipment monitoring, equipment maintenance and troubleshooting, quality control review, and proficiency testing. Incumbents operate under general supervision.

This position also participates in the clinical laboratory and is responsible for all three phases of patient testing (preanalytical, analytical, and post analytical), quality assurance, and safety. The position ensures high quality, accurate and timely testing, and reporting of laboratory results.

DUTIES & RESPONSIBILITIES

POCC Responsibilities

1. Provides technical oversight for all waived Point of Care testing.
2. Ensures that the test systems are properly functioning. Maintains, troubleshoots and takes corrective action with equipment as needed.
3. Works with nursing, physicians, employees and management as needed to ensure Point of Care testing is running efficiently and effectively.
4. Travel to each site as needed.
5. Coordinate training assessments. Develop and maintain teaching / training materials.
6. Coordinate competency assessment. Develop and maintain competency assessment materials.
7. Provide primary support for on-site inspections and surveys. Participate in inspection readiness and tracer activities for appropriate regulatory and accreditation agencies.
8. Write and maintain current procedure manual(s) in area(s) of expertise using an approved format. Assist with development, maintenance and control of laboratory policies and procedures.
9. Provide data to assist manager with the development of the budget. Monitor expenses as requested.

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10. Provide leadership for the testing, interpretation and reporting of results.
11. Review quality control for problem identification and troubleshooting.
12. Responsible for staying current with new technologies and methodologies. Make recommendations to management or Service Team.
13. Assist with maintaining inventory and supplies for the Point of Care testing.
14. Assist with purchasing functions.
15. Provide support for point of care related information systems, including implementation and validation of new middleware/software/test systems/firmware.
16. Perform additional duties as assigned.

General Laboratory Responsibilities

1. Perform phlebotomy, special collections, specimen handling and processing, specimen accessioning, specimen testing, analysis of test results, reporting results and maintains associated documents and records.
2. Reports results in a timely manner.
3. Communicates clearly and positively interacts with patients, providers, nurses, lab team members, and all other hospital employees.
 - a. Contact appropriate personnel for tests with unusual or critical findings
4. Maintains a high level of cleanliness and practices good housekeeping.
5. Adheres to quality assurance practices.
 - a. Performs and documents quality control (QC) testing, Reviews/analyzes the QC results, ensures control requirements are achieved, troubleshoots out of control results, develops and implements solutions to problems.
 - b. Performs and documents calibrations and verifications.
6. Adheres to laboratory instrument requirements.
 - a. Performs and documents routine/preventative maintenance, troubleshooting, corrective maintenance, and repairs.
7. Utilizes laboratory information systems, hospital information systems to record/perform data entry
8. Adheres to patient and employee safety standards.
9. Exercises judgement and critical thinking in all phases of lab testing, quality and safety.
10. Maintains HIPPA compliance.
11. Perform and document proficiency in all required areas of laboratory testing in the same manner as patient samples.
12. Disposes of all reagents, chemicals, specimens, glassware, or other refuse in a manner that is in accordance with generally accepted laboratory practice and government regulations.
13. Works independently and collaboratively with lab team members, nurses, providers, patients, and all other hospital employees.
14. Works in a self-motivated manner.
15. May be assigned special projects and additional duties.
16. Upholds Hospital Standards and Core values including behavioral expectations.
17. Schedule may vary as needed.
18. Participates in On Call and Back up Call.
19. Participates in laboratory assigned continuing education/training/competency assessments

20. Participates in the teaching/training of staff and students (e.g. Clinical Laboratory Science students, residents, new employees, others)

QUALIFICATIONS

- Certified as a Medical Laboratory Technician (ASCP/AMT), Medical Laboratory Scientist (ASCP), or equivalent, with at least 5 years clinical laboratory experience with emphasis on skills related to work area
- Demonstrated strong organizational skills with ability to work in a fast-paced environment independently or as part of a team
- Strong verbal, written and interpersonal communication skills
- Strong attention to detail
- Demonstrated strong analytical skills
- Demonstrated strong problem-solving skills
- Knowledge of quality control, quality assurance principles and proficiency testing procedures
- Demonstrated skill with laboratory information systems
- Demonstrated leadership skills
- Knowledge of Clinical Laboratory Improvement Amendments regulations related to work area
- Knowledge of adult training methods



Our Values

The Values at Lake Chelan Health provide fundamental guidance to all staff in creating an exemplary patient experience and a wonderful environment for staff to care for our community. The Values of Lake Chelan Health ensure we consistently meet our Mission: *To Provide the highest quality healthcare with compassion and respect to the community we serve.* The Values at Lake Chelan Health Support our just culture – one of an accountable organization, that develops strong systems, treats all staff with respect and equity, and encourages employees to take responsibility for their choices while reporting errors and system vulnerabilities. Our values guide the way we interact with our employees across all levels and disciplines – framing the way we interact with our patients.

Vision: To improve community health and make our region a better place to live.

Mission: To provide the highest quality healthcare with compassion and respect to the community we serve.

Values: Relationships, Integrity, Compassion, Respect, Excellence

Relationships

We hold relationships as a foundational value for all interactions. We seek first to understand in all relationships- patients, coworkers, and our community.

At Lake Chelan Health we will:

- Place the highest value on developing and maintain sincere relationships with those we interact with.
- Expect more from ourselves than we expect from others.
- Empower each other to carry out tasks and actions.
- Foster growth and improvement in our peers and our teams
- Include those closest to the problem when making decisions.
- Create a working environment that encourages working to the "top of one's license"
- Seek to create a working environment that we enjoy, and patients trust.

Integrity

We demonstrate strong behavioral and ethical standards. We are accountable to our patients, our peers, and our community to these high standards in all our actions.

At Lake Chelan Health we will:

- Always do the right thing for our patients and their families.
- Work to earn the trust of those we serve.
- Communicate in an open and honest manner with the highest of ethical standards.
- Trust others while seeking, allowing, and expecting open and honest feedback.

Compassion

We treat every interaction with compassion, valuing every experience and story that our patients and their families bring with them. We seek to heal the whole person.

At Lake Chelan Health we will:

- Treat each patient, family, and caregivers with kindness and caring.
- Be respectful and understanding of the needs of our diverse community.
- Treat all of those we serve with humility, equity, and understanding.
- Provide care with grace and humanity.

Respect

We place a priority on equality and inclusion on a daily basis, honoring the dignity and worth of each individual.

At Lake Chelan Health we will:

- Honor our differences, regardless of issue.
- Celebrate the accomplishments of those we work with.
- Interact with humility and understanding.
- Be open minded and appreciate the perspectives and life experiences of all.
- Acknowledge and celebrate diversity in our community and our organization.
- Encourage transparency – encourage constructive identification of problems and take concerns directly to those involved.
- Communicate expectations clearly, dealing with content not assumptions.

Excellence

We demonstrate a full commitment to providing the highest level of quality and value in all aspects of our work, including operational, clinical, governance, financial, and relational.

At Lake Chelan Health we will:

- Expect quality and excellence for ourselves and those we interact with.
- Exemplify a just culture by focusing on improving systems – and treating staff equitably.
- Report errors, systems issues and provide solutions to improve, and not blame.
- Seek opportunities for continuous improvement in all our works.
- Use education and training as the foundation for improvement.

PHYSICAL REQUIREMENTS ANALYSIS**Department: Laboratory****Job Title: Point of Care Coordinator**

Mark all responses using the following codes:

N = Never

O = Occasionally, represents 1 to 33% or 1 to 2 hours of an 8-hour workday

F = Frequently, represents 34 to 66% or 2.5 to 5.5 hours of an 8-hour workday

C = Continuously, represents 67 to 100% or 6 to 8 hours of an 8-hour workday

N	O	F	C	PHYSICAL ACTIVITY
☐	☐	☒	☐	Walking
☐	☒	☐	☐	Sitting/Standing
☐	☐	☐	☒	Reaching: Shoulder Height
☐	☐	☐	☒	Above Shoulder Height
☐	☐	☐	☒	Below Shoulder Height
☐	☒	☐	☐	Climbing
☐	☐	☒	☐	Pulling/Pushing: 25 pounds or less
☐	☒	☐	☐	25-50 pounds
☒	☐	☐	☐	Over 50 pounds
☐	☐	☒	☐	Lifting: 25 pounds or less
☐	☒	☐	☐	25-50 pounds
☒	☐	☐	☐	Over 50 pounds
☐	☐	☒	☐	Carrying: 25 pounds or less
☐	☒	☐	☐	25-50 pounds
☒	☐	☐	☐	Over 50 pounds
☐	☒	☐	☐	Crawling/Kneeling
☐	☐	☒	☐	Bending/Stooping/Crouching
☐	☒	☐	☐	Twisting/Turning
☐	☒	☐	☐	Repetitive Movement

PHYSICAL EXPOSURE: (mark where applicable with "X")☐ Unprotected heights

Harmful physical agents: X

Lighting: ☐ Bright☒ Heat/Cold☐ Dim☒ Noise☒ Mechanical hazards☐ Ionizing/non-ionizing radiation☒ Hazardous substances☒ Infectious diseases**ACCEPTABLE MINIMUM PHYSICAL ABILITY:**

Vision:

☒ Good☐ Correctable☐ Blind

Color Vision:

☒ Normal☐ Impaired

Hearing:

☒ Normal☐ Moderate Loss☐ Deaf

Manual Dexterity:

☒ Good☐ Fair

Talking/Speech:

☒ Normal☐ Moderate Loss☐ Mute

DISCLAIMER STATEMENT

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified, nor do they address the performance standards that must be maintained.

EMPLOYEE:

I have read and understand the duties and responsibilities of this position. I have reviewed and agree to the contents of this position description, and I am able to perform the job functions and meet the physical requirements without restriction(s):

Employee Signature

Date

Job Description: Point of Care Coord. Dec 2025

Final Audit Report

2025-12-18

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