



TECHNICAL PROCESSING ASSISTANT, QUADRANT BIOSCIENCES

Department: Clinical Laboratory

Reports to: Clinical Laboratory Manager

COMPANY

This is a fantastic opportunity to join a rapidly growing biotech company. Quadrant Biosciences works with top academic institutions, medical researchers and engineers to translate breakthrough findings into thoughtfully developed, scientifically sound applications. Our technology includes functional assessments and epigenetic biomarkers for neurological conditions such as concussion, autism spectrum disorder, and Parkinson's disease. Quadrant Biosciences was recently highlighted on CNN, NPR, Bloomberg, and Huffington Post for its groundbreaking work.

JOB SCOPE

The Technical Processing Assistant will perform tasks to serve a high throughput testing laboratory.

Responsibilities include but not limited to:

- Receives and processes laboratory specimens according to department procedures and protocols.
- Verifies specimen information and ensures specimen integrity while performing processing duties and preparing specimens for testing.
- Tasks will require working in laboratory areas using established procedures, and proper documentation for regulatory agencies where applicable.
- Tasks will require knowledge of software applications.
- Maintenance of incubators, specimen archiving, retrieval and disposal.
- Processes specimens for analysis to include cleaning and aliquoting techniques.
- Maintains a safe and clean working environment by complying with procedures, rules, and regulations.
- Adheres to laboratory safety practices to include knowledge and proper use of PPE where indicated.
- Understands specimen requirements and rejection criteria.
- Ensure the confidentiality of all patient information.
- Work closely with other team members in a cooperative fashion to ensure timely sample output.
- Schedule flexibility to ensure lab demand is met with the potential to work overtime. Alternative days and/or evening shifts may be needed.
- Participates in continuing education (CE) programs when available.
- Other duties and responsibilities as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to have good attention to detail.
- Great team player who is collaborative and positive.
- Maintain and display professional behavior that is appropriate to the situation.
- Ability to clearly communicate.
- Demonstrates ability to effectively manage multiple tasks utilizing organization and prioritization skills, self-motivated.
- Accuracy of work with acceptable error rate.
- Strong interpersonal, written/oral communication and problem solving skills.
- Must wear PPE at all times; to keep our staff protected.

WORK ENVIRONMENTS AND HAZARDS

Exposure to communicable diseases, bloodborne pathogens, toxic substances and other conditions common to a healthcare environment.

PHYSICAL DEMANDS

Requires prolonged standing, some walking and sitting, some bending, stooping and stretching, eye-hand coordination and manual dexterity, ability to distinguish letters, numbers and symbols, use of computerized instruments, computer terminals, and other equipment common to a clinical laboratory. May require lifting up to 30 pounds or more.

QUALIFICATIONS

- High school diploma.
- Lab experience preferred but not required.

Quadrant Biosciences Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

MGMT-3001 (DOC-159) Ver. 1

Approved By:

[\(CO-39\) CO-39 Revisions to Clinical Lab Job Descriptions](#)

Description

Revisions to clinical lab job descriptions as follows: MGMT-3001 Technical Processing Assistant Job Description 1. Added department and reports to under job title. 2. Added maintenance of incubators, specimen archiving, retrieval and disposal to Job Scope. 3. Added participates in continuing education (CE) programs when available to Job Scope. 4. Added Equal Opportunity employment statement to end of job description. MGMT-3002 Molecular Technologist Job Description 1. Added department and reports to under job title. 2. Removed COVID-19 and infectious disease testing from Job Scope. 3. Added schedule flexibility to ensure lab demand is met with the potential to work overtime. Alternative days and/or evening shifts may be needed to Job Scope. 4. Moved understanding of CLIA, CLEP, CAP regulations from Job Scope to Knowledge, Skills, and Abilities. 5. Added Equal Opportunity employment statement to end of job description. MGMT-3003 Clinical Laboratory Technologist Job Description 1. Added department and reports to under job title. 2. Removed COVID-19 and infectious disease testing from Job Scope. 3. Added schedule flexibility to ensure lab demand is met with the potential to work overtime. Alternative days and/or evening shifts may be needed to Job Scope. 4. Moved understanding of CLIA, CLEP, CAP regulations from Job Scope to Knowledge, Skills, and Abilities. 5. Added Equal Opportunity employment statement to end of job description.

Justification

Formatting changes based on revisions to TPL-MGMT-4004 Job Description Template. Job description changes based on revisions from President of Quadrant Laboratories.

Assigned To:	Initiated By:	Priority:	Impact:
Allison Iles	Allison Iles	Medium	Minor

Version History:

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