



## **PROCESSOR JOB DESCRIPTION FOR ALASKA HEALTH FAIR, INC. Updated January 2025**

Processors for Alaska Health Fair, Inc. are contracted qualified individuals trained in specimen processing who handle blood specimens and associated documentation at health fairs. Contract Processors are paid \$20 per hour.

The Processor is arranged by the Alaska Health Fair office, although there are some communities who will have a local person to fill this role. All prospective Processors must be trained by AHF staff prior to their health fair date.

The Processor is in charge of setting up the processing area of the health fair and ensuring proper handling, processing, and documentation of all blood specimens. This includes centrifuge operation, specimen organization, and shipping preparation.

The Processor will follow the direction of Lead Phlebotomist regarding proper procedures for specimen handling and paperwork. Processors must follow AHF procedures for specimen processing, documentation, and shipping.

The Processor will count/total all specimens/tests to match the registration log at the end of the fair and communicate with the Lead Phlebotomist/Program Director about any discrepancies. The Processor is responsible for ensuring specimens are properly centrifuged, organized, packaged, and prepared for laboratory shipment as scheduled.

### **Position Requirements**

The Processor must comply with HIPAA regulations regarding privacy of information. Specific required and preferred qualifications for this position are as follows.

#### **Required:**

- Qualified individual with demonstrated specimen processing experience
- Knowledge of centrifuge operation and specimen handling procedures
- Experience with proper documentation and quality control measures
- Strong organizational and attention to detail skills
- Ability to work efficiently in a fast-paced environment
- Knowledge of HIPAA regulations and patient privacy requirements
- Physical ability to lift/move equipment and stand for extended periods
- Completed AHF Processor training
- Knowledge of AHF blood processing and handling procedures
- Proven track record of processing services at AHF events (at least 2 health fairs completed successfully assisting an AHF Processor)

#### **Preferred:**

- Laboratory or medical specimen handling experience
- Experience with biological specimen shipping procedures

- Prior experience in healthcare or clinical settings
- Knowledge of proper laboratory safety protocols
- Experience with quality control and maintaining lab standards
- Customer service skills to work with health fair staff
- Local residence in service area (Anchorage, Fairbanks, Mat-Su Valley, Juneau, etc.)

**Selection**

AHF follows the following process when selecting Processors:

1. Initial Review

- Verify processing qualifications and experience
- Check processing experience at previous AHF events
- Review volunteer/work history with AHF
- Confirm completion of Processor training

2. Skills Assessment

- Evaluate performance during AHF health fairs
- Get feedback from current Processors who supervised candidate
- Verify understanding of AHF-specific procedures through practical demonstration

3. Final Evaluation

- Program Director interview and recommendation
- Executive Director approval
- Contract signing if approved

Key evaluation points:

- Quality of specimen processing and handling
- Organizational capabilities
- Communication skills
- Professional demeanor
- Reliability and punctuality
- Understanding of AHF protocols

Important: AHF maintains a diverse pool of qualified contractors and distributes health fair assignments across this pool to ensure availability and sustainability of services. Individual contractors should not expect to work every health fair during a season.

**During the Health Fair:**

THE PROCESSOR WILL:

- a. Set up processing area with proper equipment (centrifuge, specimen racks, shipping materials)
- b. Verify proper labeling and documentation of all specimens received from phlebotomists

- c. Monitor specimen clotting times and process specimens according to protocol (gold tops first, lavender tops last)
- d. Operate centrifuge according to established protocols (3050 rpm for 15 minutes)
- e. Maintain proper specimen organization using standardized rack system
- f. Monitor specimen temperature and ensure proper cooling
- g. Collect and organize requisition copies (pink and yellow)
- h. Reconcile specimen counts with Program Director
- i. Follow proper safety protocols and maintain clean work area
- j. Communicate any issues or concerns to Lead Phlebotomist
- k. Maintain specimen integrity through proper handling procedures
- l. Process specimens in timely manner to meet shipping deadlines
- m. Monitor supply levels and communicate needs to Program Director
- n. Know emergency procedures and location of spill kits/safety equipment

**After the Health Fair:**

**THE PROCESSOR WILL:**

- a. Ensure all specimens have been properly processed and packaged
- b. Complete all required documentation and verify test totals
- c. Pack specimens according to shipping protocols with proper ice packs
- d. Prepare shipping materials and documentation
- e. Clean and organize processing area
- f. Pack all supplies for return to Alaska Health Fair, Inc. office
- g. Report any problems to Alaska Health Fair, Inc. staff
- h. Ensure specimens are shipped to LabCorp on the pre-determined flight

i. Call the testing laboratory with flight information and ETA if needed.

**Contact information for Processor:**

The Lead Phlebotomist and Program Directors are main contacts for the Processor for each Health Fair to ensure they are familiar and comfortable with the tasks for which they are responsible concerning specimen processing and shipment to the laboratory.

- Executive Director: Andrei Chakine (ed@alaskahealthfair.org) Alaska Health Fair Statewide
- Program Director: Betty Rieth (anchorage.director@alaskahealthfair.org), Anchorage - So East - So Central
- Program Director: Sharon Phillips (fairbanks.director@alaskahealthfair.org), Fairbanks - Tanana Valley - Rural Northern Region
- Other Program Directors -- ask AHF for staff directory
- Main Office/Daily Contact: Anchorage 907-278-0234, Fax: 907-258-1848
- Satellite Office/Daily Contact: Fairbanks 907-374-6853, Fax: 907-374-6854

Betty Rieth, Sharon Phillips, and other Program Directors oversee the processing supplies, delivery of materials to & from a health fair, and general event operations. If you have any problems or concerns, please feel free to contact them. If you have any issues with specimen processing, shipment and analysis, test results review and delivery, please contact Andrei Chakine or Betty Rieth.

**Covered Expenses:**

1. All supplies and shipping provided/arranged by Alaska Health Fair, Inc. (AHF)
2. Transportation to and from out-of-town health fairs, as arranged by AHF (on rare occasion if transporting yourself to &/or from event due to need; reimbursement of 58 cents per mile or whichever is specified in your contract)
3. Meals for out-of-town health fairs, up to \$55/day (or whichever amount is specified in your contract), if not provided by site or AHF
4. Lodging for out-of-town health fairs, as arranged by AHF/usually provided by site
5. If you make your own arrangements and expect reimbursement they must be **\*\*PRE-**approved by AHF**\*\*** before the health fair occurs and supported with receipts
6. Compensation is \$20 per hour for set-up and take down of processing area at health fair, specimen processing and documentation, packing and delivery of specimens to arranged transport for shipping to Lab, and processing of all related paperwork
7. All items must be invoiced and submitted by the 20th of each month for timely processing, proper payment (from the end of month check run) and mailing from the Anchorage office.