



## Medical Technologist JOB DESCRIPTION

Position Title:	Medical Technologist	Exemption Status:	Non-Exempt
Job Classification:		Job Code:	
Department:	Laboratory		
Reports to:	Director of Laboratory		
Last Update:	June 23, 2016		

### Job Summary

Perform clinical laboratory testing as a generalist laboratory technologist in an environment that optimizes safety and good laboratory practice. Demonstrate ability to function in all areas of the clinical laboratory including blood bank, chemistry, hematology, microbiology, serology/immunology, urinalysis and phlebotomy. Perform routine phlebotomy services as needed.

### Essential Functions

- Promote the mission, vision, and values of the organization.
- Testing personnel are responsible for specimen processing, test performance and for reporting test results.
- Performs only those high complexity tests that are authorized by the laboratory director and require a degree of skill commensurate with the individual's education, training or experience, and technical abilities.
- Follow the laboratory's procedures for specimen handling and processing, test analyses, reporting and maintaining records of patient test results.
- Maintain records that demonstrate that proficiency testing samples are tested in the same manner as patient specimens.
- Adhere to the laboratory's quality control policies, document all quality control activities, instrument and procedural calibrations and maintenance performed.
- Follow the laboratory's established policies and procedures whenever test systems are not within the laboratory's established acceptable levels of performance.
- Be capable of identifying problems that may adversely affect test performance or reporting of test results and either must correct the problems or immediately notify the general supervisor, technical supervisor, clinical consultant, or laboratory medical director.
- Document all corrective actions taken when test systems deviate from the laboratory's established performance specifications.
- Use of age-appropriate communication and methods applicable to phlebotomy or other laboratory customer relations.
- Assists with monitoring of slupply/reagent and test kit inventory to ensure an adequate level of supplies for testing.
- Communicates critical test results according to established laboratory policy.
- Interact professionally and cordially with the laboratory manager, pathologist, other clinical laboratory personnel, co-workers and other hospital or laboratory customers.

### Non-Essential Functions

- Perform other duties as assigned

## Professional Requirements

- Adhere to dress code, appearance is neat and clean.
- Complete annual education requirements.
- Maintain patient confidentiality at all times.
- Report to work on time as scheduled and wear hospital ID badge while on duty.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Communicate the mission, ethics and goals of the organization.
- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services.

## Qualifications

- Completion of an associate degree or bachelor's degree (or higher degree) in clinical laboratory science or medical laboratory technology from an accredited institution or – otherwise comply with CLIA 493.1489 testing personnel qualifications.
- Certification or registration with ASCP, AMT, NCA, or U.S. Department of HHS/HEW.
- Current Basic Life Support (BLS) certification or must be obtained within thirty (30) days of hire

## Knowledge, Skills, and Abilities

- Knowledge of medical technology services
- Strong organizational and interpersonal skills
- Ability to determine appropriate course of action in more complex situations
- Ability to work independently, exercise creativity, be attentive to detail, and maintain a positive attitude
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Ability to maintain confidentiality of all medical, financial, and legal information
- Ability to complete work assignments accurately and in a timely manner
- Ability to communicate effectively, both orally and in writing
- Ability to handle difficult situations involving patients, physicians, or others in a professional manner
- The skills required for proper specimen collection, including patient preparation, if applicable, labeling, handling, preservation or fixation, processing or preparation, transportation and storage of specimens
- The skills required for implementing all standard laboratory procedures
- The skills required for performing each test method and for proper instrument use
- The skills required for preventative maintenance, troubleshooting, and calibration procedures related to each test performed
- A working knowledge of reagent stability and storage
- The skills required to implement the quality control policies and procedures of the laboratory
- An awareness of the factors that influence test results
- The skills required to assess and verify the validity of patient test results through the evaluation of quality control values before reporting patient test results

## Physical Requirements and Environmental Conditions

- Working irregular hours including call hours
- Physically demanding, high-stress environment
- Exposure to blood and body fluids, communicable diseases, chemicals, radiation, and repetitive motions
- Pushing and pulling heavy objects
- Full range of body motion including handling and lifting patients
- Position requires light to moderate work with 50 pounds maximum weight to lift and carry.
- Position requires reaching, bending, stooping, and handling objects with hands and/or fingers, talking and/or hearing, and seeing.

## General Sign-off

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.*

I have read, understood and had the opportunity to ask questions regarding this position description.

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**Employee's Signature**

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**Date**