



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:	August 15, 2012		

Job Summary

Perform all aspects of patient care in a laboratory environment that optimizes patient safety with minimal medical/health care errors. Verify questionable results or samples and repeat procedure as necessary. 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
- Conduct chemical analysis of body fluids, including blood, urine and spinal fluid to determine presence of normal and abnormal components.
- Analyze laboratory findings to check the accuracy of the results.
- Enter data from analysis of medical tests and clinical results into computer for storage.
- Operate, calibrate and maintain equipment used in quantitative and qualitative analysis, such as spectrophotometers, calorimeters, flame photometers and computer-controlled analyzers.
- Establish and monitor quality assurance programs and activities to ensure the accuracy of laboratory results.
- Set up, clean and maintain laboratory equipment.
- Provide technical information about test results to physicians, family members and researchers.
- Collect and study blood samples to determine the number of cells, their morphology, or their blood group, blood type and compatibility for transfusion purposes, using microscopic techniques.
- Analyze samples of biological material for chemical content or reaction.
- Identify patient and label all specimens with correct information.
- Perform high-complexity testing.
- Respond appropriately to results with the status of STAT, call results, patient waiting, or timed specimens.
- Alter or adjust methods and procedures according to age specific competency guidelines.
- Prepare reagents necessary for daily operations, performs maintenance when required.
- Ensure an adequate level of supplies for testing.
- Notifies nursing unit and/or physician of critical lab values with complete documentation on report
- Meets current documentation standards and policies.
- Interact professionally with the Laboratory Manager, Pathologist and clinical laboratory personnel, co-workers and other customers.
- Submit appropriate abnormal results to Pathologist.

- Maintain current knowledge of hospital policy, state, federal and other regulatory requirements.
- Present all records and procedures to various accrediting inspectors as requested.
- Demonstrate the ability to be flexible, organized and function under stressful situations.
- Demonstrate the value of team concept on a consistent basis.
- Offer supportive assistance to co-workers.
- Manage and operate laboratory equipment safely and correctly.
- Consult with other departments, as appropriate, to collaborate in patient care and performance improvement activities.
- Assist in compiling data for all necessary reports promptly.
- Review pending and outstanding reports on every shift and follows up to resolve outstanding specimens.

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 and as scheduled.
- Wear identification 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 a Medical Technology or Medical Laboratory Tech program, or Bachelor's Degree in Medical Technology, Chemistry or Biology.
- Certification or registry eligible by nationally recognized certification agency.
- 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

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.

Employee's Signature

Date