



## JOB DESCRIPTION

Department:	Laboratory Services	Job Code:	
Job Title:	Medical Lab Technician	EEO Job Family:	Technicians
Reports To:	Manager, Laboratory Services	FLSA Status:	Non-Exempt
Benefit Level:	IV	Creation/Revision Date:	10/26/2011

**Role/Position Definition:** Directs, supervises and performs daily laboratory activities to include but not limited to instrument maintenance, specimen collection, specimen processing, specimen analysis and results reporting. Is familiar with and demonstrates competency in the use of all the laboratory equipment. Will perform routine and as needed maintenance on the lab equipment and will troubleshoot if necessary.

### Qualifications/Position Requirements:

- A. Education/Experience
  - Associates Degree in related science field required.
  - 1+ years of Medical Laboratory experience preferred.
- B. Licensure/Certification
  - MLT certification or certification eligible preferred.
  - BLS certification preferred.
- C. Knowledge, Skills and Abilities
  - Is aware of laboratory standards and performs in accordance with them.
  - Willingness to participate in goal-setting and educational activities for own professional advancement.
  - Ability to research, compile, analyze and interpret data.
  - Must possess communication skills suited to a wide variety of audiences in both written and verbal capacities.
  - Ability to recognize and process confidential and sensitive information appropriately.
  - Must possess strong organizational skills.
  - Should be familiar with general office equipment such as fax, scanner, copier, postage machines and multiple line phones.

### Work Environment:

- A. May be expected to lift up to 25 pounds with assistance.
- B. Work is of medium demand; walking or standing most of the time while on duty.
- C. Visual and auditory acuity and manual dexterity essential for performing job duties is required.
- D. Manual dexterity involving the handling of equipment and instruments or needles is essential to performing job duties.
- E. Physical conditions are clean, neat, and well-lit.
- F. May be subjected to unpleasant sights and odors, stressful situations and hazardous or infectious agents where judgment as to precautions needed to be taken is essential.
- G. Climate control and ambient temperature variances may be experienced and required by patient care and needs of the surgical team.

- H. Exposure to limited amounts of hazardous chemicals or substances and infectious disease processes is likely.
- I. Direct contact with blood or other body fluids to which universal standard precautions apply. Personal protective equipment is made available and must be worn.
- J. Hours of duty may be irregular or unexpectedly changed or extended due to the requirements of the surgical schedule and/or patient care areas.

**Duties and Responsibilities:**

- A. Reports results in a timely manner and performs all quality checks to assure accuracy of results.
- B. Manages time to assure timely results reporting.
- C. Conducts inventory and maintains an adequate stock of supplies and reagents to support the laboratory needs.
- D. Monitors all refrigerator temperatures to assure that reagents are stored properly.
- E. Follows all instrument specific protocols in the operation and documentation of quality controls.
- F. Assures that documents and logs are complete and accurate and in addition will review department policies and procedures.
- G. Maintains a safe and clean laboratory environment.
- H. Keeps all laboratory equipment clean.
- I. Follows universal standard precautions and safe practices in the handling of all biohazardous material
- J. Monitors all laboratory activities to assure compliance to CLIA and AOA.
- K. Assures that the blood bank protocols and testing are in compliance with contract requirements and established policies and procedures.
- L. Able to work under pressure and in situations that demand patience, stamina, and endurance.
- M. Draw patient blood specimens from 3<sup>rd</sup> and 4<sup>th</sup> floors, x-ray and pre-admission testing patients, correctly and completely.
- N. Maintains quality control of eyewash stations, centrifuges, and thermometers throughout the hospital.
- O. Communicates test results by telephone, computer, and /or fax.
- P. Mentoring of Phlebotomy students to help them obtain the 100 required venipuncture draws.
- Q. Utilizes the reference laboratory computer system to register, order, and cancel testing when appropriate.
- R. Shows a responsibility to the job and co-workers by exhibiting good attendance and punctuality.
- S. Complies with all OSHA health and safety requirements.
- T. Performs all other duties as assigned

APPROVALS	
Human Resources: _____	Date: _____
Department Head: _____	Date: _____