

FLSA Status: Non-Exempt
Original Date: November 16, 2018
Last Revision: January 24, 2020

JOB SUMMARY: As a medical lab technician, you will analyze blood and, urine, and body fluid specimens in order to provide data and that helps our physicians determine the best treatment for their patient. Automated and manual techniques are routinely used to properly evaluate samples in patients with a wide range of clinical conditions. Testing responsibilities include moderate and high complexity assays which are performed in compliance with accrediting organizations as well as departmental policies and procedures. The medical technician will evaluate results, troubleshoot, and dispense blood products in compliance with protocols, procedures and regulatory agencies.

EDUCATION/EXPERIENCE: Associates Degree required in a chemical, physical or biological science. Five years' experience preferred.

REPORTS TO: Section Manager or Assistant Section Manager

LICENSURE, CERTIFICATION, and/or REGISTRATION: Technician Certification from ASCP (or equivalent) Required.

All individuals certified ASCP beginning January 1, 2004 must participate and maintain ASCP Board of Certification (BOC) through the Certification Maintenance Program (CMP). All individuals who are certified AMT beginning January 1, 2006 must participate and maintain AMT Certification Continuation Program (CCP). All individuals certified ASCP beginning January 1, 2004 must participate and maintain ASCP Board of Certification (BOC) through the Certification Maintenance Program (CMP). All individuals who are certified AMT beginning January 1, 2006 must participate and maintain AMT Certification Continuation Program (CCP).

Additional Skills Preferred: Successful completion of a NAACLS approved Medical Technician program preferred.

ESSENTIAL FUNCTIONS:

1. **Adheres to general hospital standards.** Follows hospital policies and procedures. Follows departmental policies and procedures. Contributes to the overall work environment by utilizing appropriate communication skills and interpersonal relationships. Assumes responsibility for keeping informed about changes in policies and procedures.
2. **Ensures accurate and timely performance of laboratory testing.** Performs procedures as indicated in the procedure manual with minimal supervision and within the required turn-around time without compromising quality. Correctly collects, accessions and/or accurately labels specimens. Responds to STAT priority samples immediately. Demonstrates competency to perform all procedures accurately. Prepares and dispenses blood products according to protocols, procedures and regulations.
3. **Ensures quality of laboratory testing.** Follows QC procedures and evaluates QC prior to releasing patient results and dispensing blood products. Records and reviews results for accuracy and before reporting in the LIS. Demonstrates the ability to perform and document accurately all procedures related to critical values, technical limit failures and QA activities. Demonstrates the ability to recognize a problem, seek advice if needed and resolve if possible.
4. **Follows proper safety and identification procedures in all aspects of laboratory testing.** Properly identifies patients prior to sample collection. Identifies specimens at the time of receipt and notifies coworkers and involved lab sections when misidentifications are encountered. Labels samples and reports in a legible manner throughout the testing process. Ensures that results are reported for the correct specimen.

This job description is an overall statement of responsibilities of this position. The incumbent may be requested to perform other related duties other than those described herein.

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5. **Improves work skills through self-study and continuing education.** Information from written documents and other communications are reviewed and appropriately applied. Manuals and procedure bulletins are used as reference and learning tools. Available educational opportunities and materials are utilized to enhance professional development. In-house continuing education programs are attended. Minimum of 4 hours of continuing education/year are completed outside of annual in-service requirements.
 6. **Contributes to the smooth and efficient operation of the section and department.** Able to handle multiple tasks at one time. Covers assigned work area and assists the team in covering other areas that need assistance. Answers the phone and follows through on all requests appropriately. Aids in training and orientation of less experienced employees, students, and others as delegated. Performs work without allowing personal situation/perspectives to compromise lab operations. Adjusts schedule to meet changes in workload or at the direction of the manager. Schedules appointments on days off when possible.
 7. **Protects self, coworkers and facility** Follows approved fire, chemical and biological safety policies and procedures. Follows approved policies and procedures to prevent the spread of blood borne and/or airborne diseases. Uses engineering controls, work practice controls and appropriate personal protective equipment as required
 8. **Exhibits and promotes the professional image of laboratories in accordance with hospital, department, and professional society philosophies, goals and standards of laboratory testing.** Presents a professional image in all aspects of the job. Is courteous, helpful, and aware of the customers in all situations and works to satisfy their needs. Exhibits the hospital key values and standards of laboratory testing.

SKILLS & QUALIFICATIONS:

- Ability to listen and communicate effectively
- Technical ability and interest
- Computer and keyboard skills preferred.

WORK ENVIRONMENT:

- Exposed to infection from disease-bearing specimens or patients
- Exposed to risk of blood-borne/airborne disease
- Must wear protective equipment (gloves, gowns/lab coats, eye protection, face protection)
- Exposed to hazards for electrical/mechanical/power equipment
- May be exposed to odorous chemicals and specimens
- May be exposed to toxic/flammable/explosive chemicals and gases
- Subject to injury from moving parts of equipment
- Moderate noise environment
- Subject to injury from sharps
- May require judgment/action which could result in death of patient
- Subject to many interruptions
- Occasionally subject to irregular hours
- Subject to stressful situation

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PHYSICAL REQUIREMENTS:

Amount of time spent performing the following activities:

	0% to 35%	35% to 65%	65% to 100%	N/A	Activity
			X		Standing
			X		Walking
			X		Sitting
X					Climb stairs
X					Bending
			X		Reaching with arms
			X		Finger and hand dexterity
			X		Talking
			X		Hearing
			X		Seeing
					Lifting, carrying, pushing and or pulling:
			X		20 lbs. maximum
X					50 lbs. maximum
				X	100 lbs. maximum

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