

Black River Memorial Hospital
JOB DESCRIPTION/PERFORMANCE APPRAISAL

Job Title: Medical Laboratory Technician	Employee Name:
---	-----------------------

Created on: 11/01/94	Department: Laboratory	Pay Type: Non-Exempt
Reports To: Laboratory Director	Reviewed on:	Revised: 12/14/98, 02/07/00, 01/01/01, 09/01/03, 09/15/04, 09/07/10, 09/15/14, 06/01/16, 08/02/18

POSITION SUMMARY:			
Collects and processes specimens to obtain data for diagnosis and treatment of disease and accurate and timely reporting of test results.			
Essential Duties	E	S	U
1. Reads, analyzes and interprets common scientific and technical journals, manuals and procedures.			
2. Accurately and timely procures and handles specimens.			
3. Provides quality service for all aspects of the pre-analytic phase of test performance (reagent, specimen, quality control materials, products and supply preparation, understanding procedures).			
4. Provides quality service for all aspects of the analytic phase of test performance (quality control and specimen testing, recognizing interrelationship of tests, accurate and precise resulting).			
5. Provides quality service for all aspects of the post-analytic phase of test performance (remedial and corrective action, documentation).			
6. Participates in and demonstrates satisfactory performance of HSS-approved proficiency testing activities.			
7. Prepares and maintains departmental records, reports, statistics, logs, files and other documents as required in written and computer format.			
8. Demonstrates knowledge, skill and accuracy in the operation and maintenance of all department instrumentation and equipment.			
9. Assists in the orientation and training of other employees and students.			
10. Follows the hospital's attendance policy.			
Additional Duties			
11. Performs other duties as assigned or as opportunities arise.			

Educational Qualifications:

- Associate degree in clinical laboratory science or medical laboratory technician or qualified or could have qualified as a Medical Lab Technician under laboratory regulations published March 14, 1990 (55 FR 9538)
- MUST meet the CLIA 88 Testing Personnel qualification requirements for a Moderate and High Complexity Testing Laboratory
- Experience is preferred.
- Certification and/or registration by a national certifying and/or registering organization is required before ending the first year of employment.
- BLS certification within 1- year of hire date.

Work Relationship:

- Reports directly to the Laboratory Director.
- Regular contact with providers, Laboratory Staff, Pathologists, other hospital personnel and other healthcare organizations.
- Occasional contact with vendors, manufacturers and regulating agencies.

Working Conditions:

- Work is performed largely in a pleasant hospital environment with minimal chance for personal injury.
- Regularly works near moving mechanical parts and is occasionally exposed to fumes or airborne particles, wet, and/or humid conditions, toxic or caustic chemicals, and risk of electrical shock.
- Frequently has potential exposure to hazardous materials such as sharps and exposure to blood and body fluids.
- It is an expectation for this position Standard and Transmission-based Isolation Precautions are followed along with appropriate use of personal protective equipment.
- The noise level in the work environment is usually moderate.

Physical Requirements:

- Frequently required to stand, walk, stoop, kneel or crouch.
- Occasionally required to sit or climb.
- Required to use hands to handle or feel objects, tools or controls.
- Frequently lift and/or move up to 35 pounds.
- Occasionally may need to move patients, equipment and/or supplies of more than 35 pounds with assistance.
- Requires specific vision abilities for far vision, near vision, depth perception, colors, accommodation and peripheral vision.
- Vision correctable to 20/40.

Acknowledgement:

This job description/evaluation describes the general nature and level of work performed by an employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the department director or administration. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with disabilities.

Employee Signature

Date