

BIG SOUTH FORK MEDICAL CENTER

Job Title: Medical Laboratory Technician	Dept. Number/Title: Laboratory Department
Job Code:	Title Reporting To: Laboratory Director
FLSA Status: Non-Exempt	Effective Date: 01/10/2017
Division: Laboratory	Division Head: Hospital Administrator

Job Purpose: Describes the general purpose of the job; why the job exists.

This position performs and results medical laboratory analysis of body fluids and tissue or prepares blood component/products for infusion to patients, in compliance with laboratory procedures. Laboratory results are used by the physicians for diagnosis and determination or evaluation of treatments for illnesses of patients. Physicians order Blood Products for patients to treat certain conditions resulting from illness or injury. Provides patient care/services for all stages of the lifespan including pediatrics, adolescents, adults and geriatrics.

Position responsibilities may require working any shift in a 24 hour period, 7 days per week (including holidays) and taking calls.

Accountabilities: The principal end results for which this job is held accountable

- I. Assure accurate and timely reporting of all results obtained through performance of laboratory test procedures. Assure accurate and timely issuance of blood products as ordered.
- II. Follow proper safety and identification procedures when dealing with patients under any circumstance or environment.
- III. Maintain strict patient confidentiality.
- IV. Ensure a safe working environment for self and coworkers by following regulatory agency and organizational policies and procedures.
- V. Exhibit and promote the professional image of laboratories in accordance with hospital, department, and professional society philosophies, goals, and standards of laboratory testing.

Accountabilities: (Continued)

- VI. Each employee is evaluated and records are maintained on competency of performing their duties including the specific job; disaster preparedness; effective and safe use of equipment; prevention of contamination and transfer of infection when applicable; and CPR and other life saving interventions when applicable.
- VII. Responsible for the assessment, treatment or care of patients by demonstrating competency in the following as appropriate; clinical knowledge, clinical skills, and communication skills to the ages of the patients served.

Major Work Activities: List the typical and regular activities required for the job. Describe what is done and why it is done.

- I.1 Perform and report laboratory test results accurately and efficiently; may be restricted from performing some procedures in some sections.
- I.2 Prepare and issue blood components for patient transfusions.
- I.3 Perform clerical and computer tasks associated with specimen and handling and analysis.
- I.4 Require minimal supervision in the performance of duties.
- I.5 Participate in in-service education programs and technical advancement opportunities.
- II.1 Assist in the collection and transport of patient samples from hospital rooms to the various laboratory sections.
- II.2 Protect patients from injury and infection by practicing safety and infection control policies and procedures.
- II.3 Provide correct and complete patient sample identification at all times from sample delivery to reporting analysis results.
- III.1 Maintain strict patient confidentiality.
- IV.1 Be aware of/and handle hazardous materials in accordance with regulations to ensure a safe working environment.
- IV.2 Perform laboratory procedures in accordance with section guidelines to ensure a safe working environment.
- V.1 Exhibit an appropriate attitude of professionalism in dealing with hospital staff, patients, visitors, coworkers and supervisors.
- V.2 Demonstrate commitment to the hospital and laboratory department's philosophy, goals and standards of laboratory testing.
- V.3 Practice cost effective measures through appropriate use of laboratory supplies and equipment.
- V.4 Demonstrate the ability to adjust and change with schedule assignments and workload requirements.

This Job Description is an overall statement of major accountabilities and duties performed by incumbents in this position. The incumbent may be requested to perform other position-related duties other than those described in this description.

Major Work Activities: (Continued)

- V.5 Demonstrate cooperation and ability to assist in the orientation and training of new laboratory personnel and/or Medical Technology students.
- VI.1 Completes competency checklist annually, or more often, as required by department policy.
- VII.1 Demonstrates knowledge of disease processes; diagnostic tests, normal and abnormal; treatment modalities and expected outcomes; psychosocial needs of various age groups; growth and development of infants, children and adolescents; the aging processes, associated complicating factors and behaviors.
- VII.2 Able to demonstrate ability to complete tests, procedures or tasks normally required of position; can appropriately document patient responses; physical, emotional, verbal and non-verbal; recognizes and functions accordingly in relation to priorities of patient needs.
- VII.3 Demonstrates ability to obtain information from patient/family; can explain tests, procedures or tasks to various age groups appropriate to their level of comprehension; demonstrates ability to communicate patient needs to physician and clinical peers.

Job Specifications

Minimum Level Qualifications

Education:

Two years college and completion of course for Medical Laboratory Technician training or equivalent education and training as defined by the Clinical Laboratory Improvement Amendment of 1988

Experience:

Preferred.

Licensure, Certification, and/or Registration:

State of Tennessee License as a Medical Laboratory Technologist.

Physical Demands:

Walking, standing, sitting throughout shifts.
Lifting weights up to 25 pounds.
Physical ability to perform basic laboratory procedures.
Ability to use instrument computer.

Skills and Qualifications:

Ability to listen and communicate effectively.
Technical ability and interest.

Other Special Characteristics:

Ability to work cooperatively.

I have received, reviewed, and fully understood the job description for Medical Lab Tech. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name: _____ Signature: _____

Date Signed: _____

Hospital Administrator

Date

Form Number	Origination Date	Revision Date	Obsolete Date	Review Date
HR-	01/10/2017			03/01/2018 js