

REID HOSPITAL & HEALTH CARE SERVICES
DEPARTMENT OF PATHOLOGY

POSITION DESCRIPTION: MEDICAL LABORATORY TECHNICIAN

JOB TITLE: Medical Laboratory Technician (MLT)

POSITION CLASSIFICATION: Medical Laboratory Technician

TITLE OF IMMEDIATE SUPERVISOR:

1. Manager of the Immediate Response Center or
2. Manager of Microbiology

SUMMARY:

Under the technical supervision of his/her immediate supervisor, the MLT performs high and moderate complexity laboratory procedures in a timely and accurate manner to provide information for diagnosing and combating disease. Assumes responsibility and accountability for following the established policies and procedures of the hospital and laboratory department and as defined by the Mission Statement of the hospital.

POSITION QUALIFICATIONS/COMPETENCIES:

1. Board certified as a medical laboratory technician as defined by the American Society of Clinical Pathologists (ASCP), American Medical Technologist or American Association of Bioanalysts (AAB).
2. If not currently certified, must be a graduate of a medical laboratory technician program or other degree and experience that qualifies the employee to be eligible for board certification within 90 days of hire. Certification, if pending, must be obtained within 90 days of hire to remain in the position.
3. Certification must be maintained while employed at Reid Hospital and Health Care Services to remain in the position.
4. Completion of on-the-job training of laboratory computer functions
5. Successful completion of Reid Hospital orientation and competency based skills appropriate for the job.
6. Position assignments are made in accordance with the individual's competency.
7. Individual performance and competency is based upon on-going assessment of competence and educational activities (refer to individual section competency checklists).
8. Excellent customer relations skills.

PHYSICAL DEMANDS:

1. Medium work of lifting up to 50 pounds and/or carrying objects weighing up to 25 pounds.
2. Responsible for lifting, carrying, pushing and pulling objects.

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WORKING CONDITIONS:

1. Frequent contact with water (handwashing and cleaning), biohazardous body fluids and hazardous chemicals.
2. Sufficient noise and interruptions to cause distraction and stress.
3. Hazardous working conditions in which the individual is exposed to the definite risk of bodily injury through contact with moving instrumentation, chemicals and/or body fluids.

APTITUDES:

1. **Intelligence** - ability to understand instructions, reason, and make judgements. Requirement: high.
2. **Verbal** - ability to understand the meaning of words, ideas associated with them and their effective use. Requirement: high.
3. **Numerical** - ability to perform arithmetic operations quickly and accurately, Requirement: high
4. **Spatial** - ability to understand forms in space and understand relationships of place and solid objects. Requirement: low.
5. **Form Perception** - ability to perceive pertinent details and objects in pictorial or graphic material. Requirement: low.
6. **Clerical Perception** - ability to perceive pertinent details and verbal or tabular material. Requirement: high.
7. **Motor Coordination** - ability to coordinate eyes and hands to fingers rapidly and accurately in making precise movements with speed. Requirement: moderate.
8. **Finger Dexterity** - ability to move the fingers easily and skillfully. Requirement: moderate.
9. **Manual Dexterity** - Ability to move the fingers easily and skillfully. Requirement: low.
10. **Eye-Hand-Foot Coordination** - ability to move the hand and foot coordinately with each other in accordance with visual stimuli. Requirement: low.
11. **Color Discrimination** - ability to perceive similarities and differences in color. Requirement: very high.

MISSION STATEMENT:

Works with others to enhance wholeness (in body, mind, and spirit) for all those we serve. Committed to compassion, service, excellence and value which is expressed daily through C.A.R.E. principles of Courtesy, Attitude, Respect and Enthusiasm.

PROFESSIONAL BEHAVIORS:

1. Demonstrates Courtesy, Attitude, Respect and Enthusiasm (C.A.R.E.) in all interactions.

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2. Displays excellent phone etiquette recognizing his/her role in serving laboratory customers.
3. Respects the confidentiality of the patient.
4. Works cooperatively with other health care team members.
5. Assumes responsibility and accountability for his/her actions.
6. Assumes responsibility for the development of personal learning needs.
7. Attends twelve hours of continuing education annually.
8. Attends department staff meetings and in-services.
9. Follows hospital & laboratory policies and procedures
10. Maintains high standards for personal appearance.
11. Accepts assignments to other work centers as required.
12. Excellent customer relations skills
13. Successfully completes annual hospital education series including fire and safety training; follows all hospital fire and safety policies and procedures, follows all infection control policies.

RELATIONSHIPS:

Responsible to: Section Manager or Director

Responsible for: None

Inter-relationships: Will relate informally with Medical Staff members, Pathologists, section supervisors and other laboratory and hospital personnel.

PERFORMANCE EVALUATIONS:

Evaluations occur at the end of the three-month probationary period and annually on the review date (usually anniversary date of hire) on a numerical scale ranging from 1 (low) to 5 (high) according to performance.

OSHA RISK FACTOR:

Category I

METHODS OF EVALUATION:

1. Direct observation of work performance.
2. Review of attendance and tardiness records.
3. Review of training, competency, and continuing education records.

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DUTIES AND RESPONSIBILITIES:

1. Documents verbal orders for laboratory tests
2. Collects blood specimens
 - a. Properly identifies patient by checking armband.
 - b. Documents time drawn on all tubes. Puts initials or identification number on all tubes.
 - c. Completes routine blood draws within five minutes and difficult cases within fifteen minutes.
 - d. Logs all specimens drawn into the laboratory information system using proper procedures.
3. Processes Non-Admit Specimens
 - a. Admits patients in LIS using proper procedures.
 - b. Orders correct tests and logs in the specimens.
4. Performs analyses on the laboratory test directory
 - a. Performs all procedures as outlined in the appropriate procedure manual protocol.
 - b. Learns new procedures and demonstrates competence as they are added to test directory.
 - c. Performs procedures within the stated turn around times
 - d. Completes work during assigned shift and leaves minimal amount for the next shift
 - e. Responds to changes in work as necessary; continually uses time to departmental advantage.
 - f. Analyzes control materials for each procedure; documents quality control procedures performed
 - g. Documents action taken on out of control QC results
 - h. Performs and documents appropriate preventative maintenance procedures;
5. Enters the test results into the computer
 - a. Verifies that the result being entered is for the correct patient.
 - b. Footnotes abnormal appearance of specimen.
 - c. Performs basic problem solving of abnormal or atypical results.
 - d. Calls Critical Results to appropriate healthcare professional; documents notification of Critical Values using canned footnote in computer.
 - e. Responsible and accountable for results verified.
 - f. Assists in the review of Workcenter Activity Reports.
6. Maintains a clean and orderly work area
7. Notifies the supervisor when supplies, test kits and reagents should be ordered.
8. Correlates laboratory methods, procedures, and patient test results with age-specific population criteria, i.e. geriatrics, adults, pediatrics, and neonates.
9. Demonstrates appropriate troubleshooting capabilities; refers problems to the appropriate individual when indicated.
10. Participates in hospital and departmental quality assessment and improvement (QA)

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& I) activities as required.

11. Assists in the development of laboratory techniques and procedures as required.
12. Assists in research as required.
13. Assists in the testing, evaluation, and set up of new equipment.
14. Performs CAP proficiency tests in a timely manner.
15. Participates in the instruction of students and new employees.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified, and shall not be considered a detailed description of all work requirements that may be inherent in the position.

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Revised January, 2010