

Johnson Memorial Health Services

Job Description

Position: Medical Laboratory Technician
Department: Laboratory
Reports To: Laboratory Supervisor
Days/Hours: Full Time/40 hours/non-exempt hourly
Effective: June 2009
Reviewed: February 2012

JOB SUMMARY

Performs testing in all areas of the laboratory to include but is not limited to phlebotomy, hematology, chemistry, urinalysis, blood bank, coagulation, serology, microbiology, blood gases, specimen processing and electrocardiograms as well as other duties assigned by the laboratory supervisor.

ESSENTIAL FUNCTIONS

- Performs procedures in all areas of laboratory within the scope of training.
- Reports results in a timely manner.
- Notifies practitioner or nursing of Critical Values and documents them in the patient chart.
- Perform preventative maintenance as needed or required on instrumentation.
- Perform quality control as indicated in policies or in accordance with external agency regulations.
- Asset supervisor in maintaining an adequate inventory of supplies and reagents.
- Utilizes supplies and reagents in a non-wasteful manner
- Communicates with and instructs other facility personnel regarding laboratory procedures. Assist in training and supervision of new employees and students.
- Shares working weekends, holidays and call hours with other laboratory staff.
- Adheres to JMHS policies and practices including:
 - Demonstrates interest in and commitment to service excellence and JMHS Standards of Behavior.
 - Demonstrates teamwork.
 - Maintains confidentiality of patient, employee and physician information.
 - Communicates concerns, developments, plans and objectives to the supervisor on a continual basis.
 - Continually monitor work area and facility for unsafe working conditions and communicate them to the appropriate personnel or Safety committee.
 - Maintains a good record of attendance and punctuality.
 - Assumes responsibility for enhancing personal and professional development.
- Attends 80% of departmental, quarterly, & other required meetings.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Good verbal and written communication skills
- Good organizational skills.
- Is knowledgeable about external rules and regulations that affect laboratory service.
- Follows appropriate policies and procedures according to department needs or requirements.
- Keep appropriate and accurate laboratory records that affect compliance with rules and regulations of external agencies.
- Consistently performs duties in an independent manner with little or no supervision.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS

- Completion of MLT or CLT program OR
- HEW Certification OR Associate degree in laboratory science or equivalent or grandfathered by provisions of CLIA '88.

MINIMUM PHYSICAL REQUIREMENTS (if any): (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

In an 8 hour workday, employee must:									
	(Hours at full capacity for each activity)								
Position	None	1	2	3	4	5	6	7	8
Sit			X						
Stand					X				
Walk			X						

Employee's job requires he/she:					
Activity:	Not at All	Occasionally	Frequently	Continuously	Comments
Bend/Stoop		X			Phlebotomy
Squat		X			Phlebotomy/cleaning
Crawl	X				
Climb (Height 8 ft)	X				
Reach above shoulder level		X			Storage/organization
Crouch		X			Maintenance/phlebotomy
Kneel		X			Phlebotomy
Balance		X			Phlebotomy
Push/Pull (# of lbs. 50)		x			Transferring patients

Employee's job requires he/she carry:					
Weight Carried:	Not at All	Occasionally	Frequently	Continuously	Comments
Up to 10 lbs.			X		Lab supplies
11-24 lbs.		X			Lab supplies
25-34 lbs.		X			Lab supplies
35-50 lbs.		X			Lab supplies
51-74 lbs.		X			Lab supplies w/appropriate cart
75-100 lbs.	X				
Over 100 lbs.	X				

Job requires employee must use feet for repetitive movements as in operating foot controls:		
Repetitive movements with foot controls:	YES	NO
Right		X
Left		X

Job requires employee use hands for repetitive action such as:							
Hand Repetitive Movements:	Simple Grasping		Firm Grasping		Fine Manipulating		Comments
	YES	NO	YES	NO	YES	NO	
Right Hand	X		X		X		
Left Hand	X		X		X		
Both Hands	X		X		X		

Does the employee's job require:			
Activity:	YES	NO	Describe if Yes
Working on unprotected heights?		X	
Working on uneven terrain?		X	
Working on wet/damp surfaces?		X	
Operating moving equipment?	X		Moving pieces on instruments
Operating vehicles?		X	
Use of tools?	X		To work on instrumentation
Use of telephone?	X		Self explanatory
Use of keyboard/computer terminal?	X		EMR
Working under time pressure?	X		Emergency situations
Working rapidly for long periods?		X	
Working alone?	X		On call
Close work?		X	
Good vision (close/distance/peripheral & depth perc)	X		Kit testing
Good color vision?	X		Kit testing color comparison
Good hearing?	X		Able to communicate with patients
Good speaking?	X		Able to communicate with patients
Reading?	X		Able to read policy and procedure manuals
Writing?	X		Legible writing necessary
Simple arithmetic?	X		Figuring dilutions
Mathematics?	X		Figuring dilutions
Weighing and /or measuring?		X	

The work environment where the job is carried out:			
Job environment:	YES	NO	% of Day Spent
Indoors	X		100%
Outdoors		X	
At a desk or bench	X		90%
In a car or truck		X	
In an office		X	

Is the employee exposed to:			
Exposed to:	YES	NO	Describe if Yes
Blood borne Pathogens/Infectious diseases?	X		Risk with body fluids
Chemicals/respiratory hazards?		X	
Noise?	X		Instrumentation
Dust, fumes & gases?		X	
Extreme heat or cold?		X	
Cramped areas?		X	
Working close to electrical current?		X	
Other hazards?		X	

Exposure Determination: For More Information: See Your Supervisor					
Category I		Category II		Category III	
Tasks that routinely involve exposure or potential exposure to blood, body fluids or tissues.		Tasks that do not routinely involve exposure to blood, body fluids or tissues, but exposure or potential exposure may be required as a condition of employment.		Tasks that do not routinely involve exposure to blood, body fluids or tissues (persons in this category are not called upon to perform or assist in the emergency medical aid or to be potentially exposed in any other way as a condition of employment.	
YES	NO	YES	NO	YES	NO
X					

MENTAL DEMANDS:

Does the employee's job require:		
Activity:	YES	NO
Ability to plan, organize and delegate responsibilities to subordinates while maintaining quality standards throughout one's own performance.	X	
Excellent communication skills are required for interactions with management, staff, patients, residents, clients, etc.	X	
Must be able to analyze situations and select a course of action.	X	
Must be capable of multi-step and sequential problem solving activities: that include comparing, analyzing and calculating data relevant to the facility.	X	
Must be flexible and willing to undertake a variety of tasks.	X	
Must possess the ability to accept change and respond appropriately.	X	
Must possess the ability to understand and communicate both verbally and in written form in the English language since instructions, labels and other documents are in English.	X	
Must possess visual and mental attention to position content with accuracy.	X	
Must possess excellent memory and organizational skills.	X	
Must possess the ability to work independently and make decisions that require initiative and judgment in order to effectively plan, organize and delegate work assignments.	X	

DISCLAIMER:

The above statements are intended to describe the general nature of job duties and responsibilities typically assigned, identify the essential functions, and list the requirements of this job. They are not intended to be an exhaustive list of all supplemental duties, responsibilities, or non-essential requirements; nor should this document limit the supervisor's right to modify assignments as necessary. This document does not create a contract for employment.

RECEIPT ACKNOWLEDGEMENT:

I acknowledge and understand that:

- Receipt of this job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation, I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- I have read and understand this job description.

I, do do not need accommodations under the Americans with Disabilities Act.

Employee Printed Name: _____

Employee signature: _____

Date: _____