Cordova Community Medical Center Job Description

Medical Technologist

Job Title:	Medical Technologist	Status:	Full Time
Supervisor:	Laboratory Director / Hospital CEO	Pay Grade:	DOE
Department/Division:	Laboratory	Classification:	Non-exempt

POSITION SUMMARY

The primary purpose of this position is to provide accurate, timely and cost effective testing of patient specimens in accordance with current applicable federal, state, and local standards, guidelines and regulations. Position functions will be determined by the laboratory director, medical director and hospital administrator, to assure the highest degree of quality patient care is maintained at all times.

ESSENTIAL RESPONSIBILITIES

- Follow laboratory and hospital policies and procedures, completely and without exception.
- Obtain and perform analysis of patient specimens using commonly accepted techniques (venous and capillary punctures), exercising discrimination and utilizing testing kits and instrumentation to obtain accurate results.
- Examine specimens as to acceptability and appropriateness for testing.
- Accurately research and follow instructions for appropriate and optimal specimen integrity for send out specimens.
- Clearly and specifically explain specimen collection procedures to patients when a sample is to be collected by the patient.
- Consistently produce and verify test results for accuracy. Monitor written reports and laboratory paperwork with minimal clerical errors and omissions.
- Recognize critical values and follow policies for appropriate reporting.
- Report test results within the times identified in departmental policy.
- Perform required quality control and instrument maintenance for all tests.
- Use LIS (laboratory information system) appropriately.
- Investigate and resolve technical problems, notifying supervisor if resolution involves policy, practice or procedure modification.
- Perform corrective action, documentation and notification of others (providers and laboratory director) of problems associated with patient testing (repeated QC problems, down time of instruments).
- Possess adequate knowledge of instrumentation, theory, and application of new and existing tests, including correlation and validation studies.
- Knowledge of CLIA requirements and common laboratory practices in order to assist with writing and reviewing policies and procedures.
- Maintain and develop professional competence as designated by CLIA approved proficiency testing
 program and proof of competency as required by CLIA requirements (observation and documentation by
 laboratory director).
- Act independently and accept responsibility of the adopted policies and procedures of the laboratory and hospital.
- Share call duty, present to hospital within appropriate response time, and work varying shifts as requested or required.
- Maintain positive working relationships with the medial staff and hospital personnel.
- Maintain a neat, sanitary, and organized work area.
- Monitor and order supplies to keep an adequate supply of working materials.

- Respond to the hospital, as requested, to assist in the event of an emergency or in the case of the hospital activating its emergency management plan.
- Perform other related duties as assigned.

The above is not intended to be an all-inclusive list of essential functions for the job described, but rather a general description of some of the responsibilities necessary to carry out the duties of this position.

QUALIFICATIONS

EDUCATION: Must possess, at minimum, a Bachelor's Degree in medical laboratory technology (MT,

CLS, MLS). Current certification with AMT or ASCP preferred.

EXPERIENCE: Minimum, two (2) years experience as a generalist in a medical laboratories.

REQUIREMENTS:

- Must be able to read, write and speak the English language.
- Must be competent and comfortable performing venipuncture and capillary puncture on all age groups.
- Must possess the ability to make independent decisions when circumstances warrant such action.
- Must have personal integrity and the ability to be tactful and polite with personnel, residents, family members, visitors, government agencies, and the general public.
- Must be able to cope with the mental and emotional stress of the position.
- Must be able to work with ill, disabled, elderly, emotionally upset, and at times hostile people within the facility.

ADDITIONAL REQUIREMENTS

Upon date of Hire: Current Negative TB Test

Ability to pass a DHSS Criminal History Check and Drug Test

Must be current on all immunizations

EQUAL EMPLOYMENT OPPORTUNITY

CCMC shall seek to insure and provide equal opportunity for all persons seeking employment without regard to race, age, color, religion, gender, marital status, sexual orientation, military status, national origin, disability, or any other characteristic as established by law.

ACKNOWLEDGEMENT OF RECEIPT OF JOB DESCRIPTION

Position: Medical Technologist

I acknowledge I have received a copy of this job description. I understand the duties and am fully able to meet the requirements and perform the essential functions of this position, with or without reasonable accommodations. I further acknowledge and understand this job description does not create an employment contract, and nothing contained herein alters my at-will employment status.

Employee Signature	Date	Supervisor Signature	Date
Print Name			