

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.

