



## **GOODLAND REGIONAL MEDICAL CENTER** **JOB DESCRIPTION**

**JOB TITLE:** Medical Laboratory Technician

**RESPONSIBLE TO:** Laboratory Manager

**JOB SUMMARY & SKILLS NECESSARY:** Performs neonate, pediatric, adolescent, adult and geriatric patient specimen analysis for diagnostic purposes, under the direct supervision of a medical technologist. Responsible for cleaning, disinfecting and sterilizing various equipment and work areas in the laboratory. Maintains laboratory inventory. Processes specimens in hematology, chemistry, blood bank and serology/immunology.

**ESSENTIAL JOB FUNCTIONS:** (9 items below to be part of all job descriptions)

1. Demonstrates behaviors consistent with organizational mission & goals.
2. Demonstrates practices to keep all medical information confidential.
3. Demonstrates behaviors that promote positive patient/staff relations.
4. Comes to work as scheduled; arrives for work on time.
5. Demonstrates proper safety practices in carrying out job duties.
6. Appearance is appropriate to job duties; wears identification on duty.
7. Demonstrates appropriate job competencies
8. Complies with organizational policies in course of duties.
9. Demonstrates ability to safely assist patients with transfer, lifting or rendering aid on the facility campus.
10. Ability to function in all areas of the clinical laboratory: blood bank, chemistry, hematology, microbiology, serology/immunology.
10. Responsible for performing high-complexity testing.
11. Performs routine and stat laboratory assays.
12. Demonstrates knowledge of expected lab results for the infant, pediatric, adolescent, adult and geriatric patient. Abnormal results and/or panic values are then called to the primary care physician.
13. Performs all aspects of patient care in an environment that optimizes patient safety and reduces the likelihood of medical/health care errors.
14. Follows standard precautions at all times.
15. Operates and maintains equipment correctly and safely, including calibration of instruments.
16. Cleans laboratory glassware, sinks and work benches, using appropriate solvents, brushes and cloths.
17. Uses hospital approved disinfectants for cleaning.
18. Check inventory of reagents and supplies in the laboratory, reports needed supplies to the laboratory manager.

19. Demonstrates the values of team concept on a consistent basis.
20. Communicates verbally in a clear and concise manner.
21. Submits suggestions to improve the laboratory's efficiency.
22. Interacts with the laboratory personnel in a professional manner.
23. Performs clerical work; is able to input and retrieve lab results in the computer system.
24. Works at maintaining a good rapport and a cooperative working relationship with Physicians, staff, other departments and patients.
26. Responsible for adhering to the department's budget.

**POSITION QUALIFICATIONS:**

**Minimum Education:** High school graduate or equivalent.  
Associates Degree in Applied Science

**Minimum Experience:** Basic computer knowledge.  
Operates the following equipment correctly and safely  
Microscope and densitometer.

**Certification or Registration if required:** As a Medical Laboratory Technician in  
Hematology, chemistry and/or blood bank

**PHYSICAL DEMANDS:** (Please indicate appropriate code for each from those below)

**Stand:** C  
**Walk:** F  
**Sit:** O  
**Squat/Kneel:** O  
**Bend:** O

**Lift/Carry:**  
0-10 pounds: O  
10-20 pounds: N  
20-50 pounds: N  
50-100 pounds: N  
100 + pounds: N

**Push/Pull**  
10- 25 pounds: O  
25-50 pounds: N  
50-100 pounds: N  
100 + pounds: N

**(N) Non-Applicable; (O) Occasionally; (F) Frequently) (C) Constantly**

\*\*Reasonable accommodations may be made to enable individuals with disabilities to perform the position accountabilities without compromising patient care or departmental efficiency. However, should it be determined that the employee cannot meet the position accountabilities with or without accommodation, it is the right of GRMC to release the individual under Kansas "Employment at Will" doctrine\*\*

**Working conditions:** Contact with patients under wide variety of circumstances  
May be exposed to/occasionally exposed to patient elements  
Exposed to unpleasant elements (accidents, injuries and illness)  
Subject to varying and unpredictable situations  
Handles emergency or crisis situations  
May assist in emergency care  
Subject to many interruptions  
Occasionally subjected to irregular hours  
Occasional pressure due to multiple calls and inquires  
Exposed to blood and body fluids

**Professional Requirements:** Complete annual educational requirements  
Maintain regulatory requirements, maintains appropriate  
Certifications and licensure  
Communicate the mission, ethics and goals of the facility,  
As well as the focus statement of the department

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I have received, read, and understand this job description for my position at GRMC:

Name/Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Job Description Prepared by: \_\_\_\_\_

Signature/Title \_\_\_\_\_ Date: \_\_\_\_\_