



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.
11. Responsible for performing high-complexity testing.
12. Performs routine and stat laboratory assays.
13. 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.
14. Performs all aspects of patient care in an environment that optimizes patient safety and reduces the likelihood of medical/health care errors.
15. Follows standard precautions at all times.
16. Operates and maintains equipment correctly and safely, including calibration of instruments.
17. Cleans laboratory glassware, sinks and work benches, using appropriate solvents, brushes and cloths.

18. Uses hospital approved disinfectants for cleaning.
19. Check inventory of reagents and supplies in the laboratory, reports needed supplies to the laboratory manager.
20. Demonstrates the values of team concept on a consistent basis.
21. Communicates verbally in a clear and concise manner.
22. Submits suggestions to improve the laboratory's efficiency.
23. Interacts with the laboratory personnel in a professional manner.
24. Performs clerical work; can input and retrieve lab results in the computer system.
25. 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:

Stand:	Constantly	Lift/Carry:		Push/Pull:	
Walk:	Frequently	0-10 pounds:	Occasionally	10-25 pounds:	Occasionally
Sit:	Occasionally	10-20 pounds:	N/A	25-50 pounds:	N/A
Squat/Kneel:	Occasionally	20-50 pounds:	N/A	50-100 pounds:	N/A
Bend:	Occasionally	50-100 pounds:	N/A	100+ pounds:	N/A
		100+ pounds:	N/A		

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: Maintains licensure and adheres to policies, procedures, and maintains patient confidentiality at all times; attends annual in-services and reviews as required; attends departmental meetings on a regular basis; represents GRMC in a positive, professional manner on the job, electronically, in the community; participates in quality activities, complies with all hospital policies regarding ethical business practices; communicates the mission statement & core values of GRMC both on & off the job.

Acknowledgement:

I hereby acknowledge that I have received a copy of this position description and that I have both read and understand its contents. I hereby accept responsibility for fulfilling position expectations. I also acknowledge that the Administration or governing body of GRMC may modify the requirements of this job or eliminate it at any time, if deemed necessary. I acknowledge that this position description is representative of overall job requirements but not necessarily comprehensive in its description of all aspects of the job, and I agree that other duties not explicitly mentioned herein may nevertheless be reasonable job expectations on the part of Goodland Regional Medical Center.

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

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Human Resource Signature: _____ Date: _____