

## **Coleman County Medical Center Position Description**

**Job Title:** Medical Technologist  
**Department:** Laboratory  
**Reports To:** Laboratory Manager  
**FLSA Status:** Non-Exempt

**SUMMARY:** Performs a full range of laboratory tests to determine the presence, extent or absence of disease and the accuracy of test results and reporting laboratory findings to physicians in the detection, diagnosis and treatment of disease. Promotes and provides compassionate and quality patient care.

### **QUALIFICATIONS:**

- Knowledgeable of laboratory policy and procedures for specimen handling and processing, test analysis, reporting and maintaining records of patient test results.
- Knowledgeable of laboratory's quality control policies.
- Knowledgeable about state and federal regulations of laboratory.
- Supports and enforces infection control policies and procedures.
- Maintain discretion and confidentiality in communications.
- Knowledgeable about policies and procedures regarding reporting and release of protected health information (PHI).

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Operate and maintain the clinical analyzers
- Monitor Quality Control of patient testing, and to generate and distribute patient test result forms.
- Maintain records of Proficiency Testing physically and where appropriate, electronically showing that testing was performed.
- Adhere to laboratory's quality control requirements on all patient testing to ensure accuracy.
- Document all quality control activities, instruments and procedural calibrations and perform maintenance.
- Identify problems and factors that adversely affect test performance and follow the laboratory's established corrective action policies and procedures whenever test systems are not within the laboratory's established acceptance levels of performance.
- Assess and verify the validity of patient test results through the evaluation of quality sample values prior to reporting patient results.
- Order and maintain equipment and supplies.
- Participate in various committees, meetings, in-service training as required.
- Participate actively in quality improvement programs.
- Perform preventive maintenance checks and report any problems to appropriate personnel.
- Participates as an active member of the hospital and departmental team to support special projects and activities.
- Maintain acceptable standards of patient treatment.
- Perform laboratory results on patients in a timely and professional manner.

- Accurately and promptly implements provider's orders.
- Input patient orders from requisitions received.
- Procures, stores, and routes supplies.
- Assist and perform all necessary laboratory tests.
- Follow the laboratory's procedures for specimen handling and processing, test analyses, reporting, and maintaining records of patient results.
- Maintain records which demonstrate that proficiency testing samples are tested in the same manner as patient specimens.
- Adhere to the laboratory's quality control policies and documenting all QC activities, instrument and procedural calibrations, and instrument maintenance.
- Follow the laboratory's policies whenever test systems are not within the laboratory's established acceptable levels of performance.
- Be able to identify problems that may adversely affect test performance or reporting of test results and either correct the problem or notify the appropriate supervisor.
- Document all corrective actions taken when test systems deviate from the laboratory's established performance specifications.
- Must be able to relate to and work with ill, disabled, elderly, emotionally upset, and at times, hostile people within the facility.
- Accurately and promptly implements provider's orders.
- Maintains a professional approach with confidential hospital and patient information and ensures safe patient environment.
- Keep work area clean and orderly.
- Miscellaneous duties as assigned requested or required.
- Maintain certifications and continuing education requirements needed to perform job.

**EDUCATION and/or EXPERIENCE:**

- Bachelor's degree in Health Sciences
- 2 years experience, preferred
- Basic Life Support (BLS) certificate

**LANGUAGE/READING SKILLS:**

- Communicate verbally and in writing in English. Legible hand writing is required.

**MATHEMATICAL SKILLS:**

- Advanced statistical concepts in Laboratory Medicine.

**REASONING ABILITY:** Responds to unusual or varied situations that are not covered by existing standards, procedures and precedents.

**WORK ENVIRONMENT:** Regularly required to stand, walk, sit, ascend and descend stairs, possess ability to handle, finger or feel objects, tools or controls; reach with hands and arms.

Must be able to lift 25 pounds from the floor to waist. Specific vision abilities include close vision and the ability to clearly focus with normal color vision.

I have received and read a copy of this position description and acknowledge that I am able to perform the duties described.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date