**JOB DESCRIPTION**

**Job Title:** Medical Technologist  **Date Revised:** April 2020

**Job Code:** MED TECH **Date Reviewed:** November 2019

**Classification:** Non-Exempt **Board Approved:** April 2020

**Summary Description:**

Collection and processing of samples, performing routine laboratory testing, performing and documenting quality control, documenting patient results and reporting results according to laboratory policy. These duties will include specific testing applicable only to Medical Technologists and regular oversight of non-certified laboratory staff.

**Supervision Received:** The Medical Technologist will report directly to the Laboratory Director

**Responsibilities:**

1. Orders or retrieves orders in the Electronic Medical Record and processes the orders in the LIS.
2. Ensures that paper orders and electronic orders are complete and if not; obtains a complete order.
3. Follows the laboratory’s procedures for specimen collection, handling and processing.
4. Adheres to the laboratory’s quality control policies by performing and documenting all QC activities and all corrective actions.
5. Follows the laboratory’s policies whenever test systems are not within the laboratory’s established acceptable levels of performance.
6. Identifies problems that may adversely affect the performance or reporting of test results and either correcting the problem or notifying the appropriate supervisor.
7. Performs patient testing on all analyzers and kits. Follows the lab protocol regarding abnormal results and approves results if they are appropriate.
8. Performs testing on proficiency testing samples and maintaining required records per laboratory policy. Maintains records which demonstrate that proficiency testing samples are tested in the same manner as patient specimens.
9. Performs Manual Differentials.
10. Performs Urine Microscopic exams.
11. Retrieves results if requested to do so.
12. Maintains inventory of laboratory supplies and places orders, following inventory control protocol to ensure all ordered products are received and labels all reagents with received date and in-use date and maintains reagent logs.
13. Handles laboratory related calls and all issues involving the reference laboratory.
14. Adheres to District billing practices for laboratory services.
15. Follows and documents instrument maintenance programs for laboratory equipment, performs calibrations on the Axcel, the Stratus and the Tosoh per laboratory procedure, performs verification on the Axcel, the Stratus, and the Tosoh semi-annually.
16. Validates new instrumentation.
17. Oversees QC and maintenance programs, monitoring the Axcel, Sysmex, Stratus and Tosoh QC results for shifts and trends.
18. Ensures that analyzers and individual kits are always ready for after-hours use.
19. Performs duties as assigned by the Laboratory Director.
20. Performs Training and competency requirements as assigned in a timely manner.
21. Maintains QAP data and ensures that the data is submitted monthly and the report printed monthly.

**Qualifications:**

1. MT (ASCP) certification or equivalent.

**Knowledge, Skills and Abilities:**

1. Knowledge of CLIA and COLA regulations governing the laboratory.
2. Knowledge of Compliance program guidelines.
3. Knowledge of common safety hazards and precautions to establish/maintain a safe work environment.
4. Knowledge of CPT and ICD-9/10 coding.
5. Skill to investigate problems, organize information and present a collaborative solution.
6. Skill to identify potential problems and provide resolutions.
7. Ability to train and educate other providers and staff.
8. Ability to establish and maintain effective working relationships with all levels of staff.
9. Ability to maintain quality control standards.
10. Ability to react calmly and effectively in emergency situations.
11. Ability to communicate clearly and effectively.

**Working Conditions:**

1. Subject to varying situations including ability to understand and respond appropriately, effectively and sensitively to special population groups, including those defined by race, ethnicity, language, age, sex, sexual orientation, economic standing, etc.
2. Frequent contact with a variety of people including prisoners and people with mental, emotional and physical disabilities.
3. Medical office, exam room, laboratory, radiology, emergency room and professional practice settings. Frequent exposure to communicable diseases and other conditions common to rural clinic environments.
4. May require travel between District sites.

**Physical Demands**:

Varied activities including moving, reaching, bending, and lifting. Requires full range of body motion including handling, moving, positioning and transporting patients. Also requires manual and finger dexterity, and eye-hand coordination. Requires standing and moving for extensive periods of time. Occasionally moves items weighing up to 50 pounds without assistance. Requires corrected vision and hearing to normal range. This position frequently requires working under stressful conditions and irregular hours. Year-round highway travel between clinics and other facilities throughout the district is required.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. This document is not intended to be an exhaustive list of all responsibilities, skills, and working conditions for the persons so classified. Responsibilities, knowledge, skills, abilities and working conditions may change as needs evolve.

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The Laboratory Director has explained my job description to me and I understand it completely. I have received a copy of my job description.

Employee’s Signature Date

Laboratory Director’s Signature Date