

## **BUCKTAIL MEDICAL CENTER**

## **Job Description**

**DEPARTMENT:** Laboratory

**SUPERVISOR:** Laboratory Supervisor

**POSITION:** Medical Technologist

### **Job Summary:**

- Performs medical laboratory tests that will provide data for physicians to aid in the diagnosis, treatment, and prevention of disease.

### **Qualifications:**

- Qualifies as a Medical Technologist under the Clinical Laboratory Improvement Amendments of 1988 (CLIA) and the Bureau of Laboratories, Commonwealth of Pennsylvania.

### **Duties:**

- Informs physicians or nursing staff immediately with test results that fall within the “panic value” range.
- Collects, processes, and ships specimens to reference laboratory according to reference laboratory protocol.
- Performs tests according to the procedures contained in laboratory procedure manuals.
- Analyzes quality control data and checks for shifts and trends.
- Performs instrument calibration and maintenance as described in procedure manuals.
- Validates and reports results of tests performed.
- Analyzes proficiency testing specimens and informs the laboratory supervisor of proficiency results.
- Conducts chemical analysis of body fluids to determine presence of normal and abnormal components.
- Abides by all of Bucktail Medical Center’s policies and procedures.
- Studies blood cells and morphology.
- Collects specimens according to laboratory protocol.
- The Medical Technologist can perform more high complexity tests when assigned by supervisor and may need to review and sign out completed test reports run by Medical Laboratory Technicians.
- Responsible for lab supplies, checking expiration dates, and keeping sufficient inventory in hand. Maintaining quality control records, and maintaining a clean work station.

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- Must be available to take “call time” when assigned by supervisor.
- May have to change work schedule due to the needs of Bucktail Medical Center.
- Abide by all regulations governing medical laboratories.
- May have to handle infectious specimens and waste.
- Collects house-call specimens.
- Manages lab and supervises other lab personnel in the absence of the Laboratory Supervisor.

### **Equipment/Work Aids:**

Must be able to operate and maintain various laboratory instruments.

### **Physical Demands and Working Conditions:**

- Lifts and carries laboratory equipment, containers of reagents and specimens. Reaches for/ handles specimens, glassware, controls, equipment and laboratory slips. Near-visual acuity requires to read detailed instructions and to examine specimens. Work inside and work outside if need arises. Exposed to infection from disease-bearing specimens, OSHA Category I, and to odorous chemicals and specimens.
- While performing duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel objects or controls; reach with hands and arms; stoop, kneel, crouch, or crawl; to talk and hear. The employee must regularly lift and/or move 10 – 50 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.
- Requires computer skills for data entry such as; entering charges and admissions, patient information and results.

**NOTE:** This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties as may be required by the director or hospital administrator.

By signing below I acknowledge that I have received, read and understand the Job Description for my intended position and fully understand the contents therein.

While functioning in my intended position I shall perform these duties to the best of my ability.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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- Performs tests according to the procedures contained in laboratory procedure manuals.
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- Conducts chemical analysis of body fluids to determine presence of normal and abnormal components.
- Abides by all of Bucktail Medical Centers policies and procedures.
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- Collects specimens according to laboratory protocol.
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