

BUCKTAIL MEDICAL CENTER

DEPARTMENT: Laboratory

SUPERVISOR: Director of Laboratory

POSITION: Medical Technologist



Education: A Bachelor of Science degree in a health-related or scientific field is required; a Bachelor of Science degree in Medical Technology is preferred.

Experience: One year experience as a clinical Medical Technologist is required; two years' experience is preferred.

License: Must be certified by the American Society for Clinical Pathologists or equivalent.

OUR PURPOSE AND VALUES:

KINDNESS: We strive to treat everyone as we would hope to be treated ourselves.

EXCELLENCE: We treasure colleagues who humbly strive for excellence.

LEARNING: We share our knowledge with the best and brightest to better prepare the caregivers for tomorrow.

INNOVATION: We constantly seek new and better ways to care for our patients, our members, our community, and the nation.

SAFETY: We provide a safe environment for our patients and members and the Bucktail Medical Center family.

PHYSICAL DEMANDS:

- Ability to move freely. 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.
- Job classification is exposed to blood borne pathogens (blood or bodily fluids), OSHA Category I, and to odorous chemicals and specimens while performing job duties.

JOB SUMMARY:

Responsible and accountable for performing a wide range of tasks to provide a specimen of highest analytical quality for testing and accurate information for the system and medical laboratories' clients. Medical Technologists can independently perform venipunctures and skin punctures on all age groups, from neonates through appropriate computer systems to register patients, facilitate billing, and perform overall specimen accessioning and processing. Medical Technologists will have interpersonal communication ability to explain the blood drawing process and to show a comforting attitude towards patients.

JOB DUTIES:

- Performs venipunctures and skin punctures to obtain blood specimens according to Clinical Laboratory Standards Institute guidelines.
- Exhibits knowledge of adequate and correct collection requirements.
- Performs accessioning procedures appropriately and accurately to ensure positive identification of the specimens.

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- Safely handles potentially infectious blood, body fluids, and other patient specimens in compliance with regulatory standards.
- Recognizes and resolves discrepancies and appropriate.
- Evaluates specimen suitability and acceptability.
- Rejects unacceptable specimens according to established protocols.
- Matches order information with specimen information to ensure accuracy and patient safety.
- Correctly assigns billing numbers, location codes, and physician numbers.
- Verifies physician orders when test requests are unclear.
- Prepares specimens as appropriate including centrifugation, aliquoting, labeling.
- Resolves or refers problems as appropriate.
- Performs testing and records Point of Care instrument maintenance, troubleshooting, and quality control as assigned.
- Analyzes quality control data and checks for shifts and trends.
- Validates and reports results of tests performed.
- Maintains equipment, participates in established preventative maintenance program, and alerts supervisor of any equipment problems.
- Handles and replenishes reagents and supplies according to established protocols as assigned.
- Responsible for lab supplies, checking expiration dates, and keeping sufficient inventory in hand, maintains quality control records, and maintains a clean workstation.
- Follows established reporting procedures as appropriate.
- Records and reports problems and solutions as appropriate.
- Navigates and accesses multiple computer applications as needed.
- Knows and abides by related policies and procedures including compliance policies.
- Assists with packaging, ordering, and referral of specimens to reference laboratories in compliance with U.S. Department of Transportation and commercial carrier regulations as required.
- Provides phlebotomy coverage as required.
- May have to flex work schedule based on the changing departmental needs of Bucktail Medical Center.
- Successful completion of initial and subsequent competency exams required.
- 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.

Work is typically performed in a clinical environment. Accountable for satisfying all job specific obligations and complying with all organization policies and procedures. The specific statements in the profile are not intended to be all-inclusive. They represent typical elements considered necessary to successfully perform the job. Additional

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competencies and skills outlined in any department-specific orientation will be considered essential to the performance of the job related to that position.

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