

<b>JOB DESCRIPTION MANUAL</b>	<b>SECTION:</b>	Job Description Manual
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	<b>EFFECTIVE:</b>	6/81
<b>SUBJECT:     JOB DESCRIPTION</b>	<b>REVISION:</b>	12/01, 4/10
MEDICAL TECHNOLOGIST/	<b>REVIEWED:</b>	12/01, 4/10
MEDICAL LAB TECHNICIAN/PHLEBOTOMIST		

**I.     QUALIFICATIONS:**

- 1.1     Certification as a MT/MLT required.
- 1.2     Bachelor’s degree preferred for medical technologist.
- 1.3     One or two years related experience and/or training preferred; or equivalent combination of education and experience.
- 1.4     Must possess good communication skills, both written and oral to effectively communicate with all levels of staff, the physicians, and the public.
- 1.5     Must possess good organization and time management skills.
- 1.6     Requires analytical skills and the ability to analyze and evaluate problems.
- 1.7     Should be able to use common sense and be a fair judge of character.
- 1.8     Coordinates work flow with other team members to ensure a productive and efficient work environment.
- 1.9     Maintains confidentiality when dealing with all customers.
- 1.10    Good leadership, initiative, and interpersonal skills.
- 1.11    Computer experience and proficiency required to maintain EMR.

**II.    PHYSICAL DEMANDS AND SPECIAL CHARACTERISTICS:**

- 2.1     Moderate physical work.
- 2.2     Near visual acuity for reading and preparing reports, forms, policies etc.
- 2.3     Ability to exercise independent judgment and maintain emotional stability under stress.
- 2.4     Flexibility to handle changing situations and emergency needs.
- 2.5     Requires frequent standing, sitting, reaching, walking, talking, listening, reading, and writing.
- 2.6     Will occasionally be required to lift and/or move up to 25 lbs.

**III.   JOB ACCOUNTABILITY AND RESPONSIBILITY**

- 3.1     Responsible for the day-to-day operations of lab instrumentation or disciplines including but not limited to: supply inventory, quality control, calibration, reagent preparation, etc. Initiates and follows through with corrective action.
- 3.2     Accurately performs basic to complex clinical lab tests and procedures utilizing theoretical knowledge and independent judgment in addition to established protocol, techniques and equipment manuals.
- 3.3     Communicates lab data and pertinent technical information to appropriate departments and individuals in an accurate and timely manner.

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- 3.4 Critiques, correlates and differentiates results of tests and assesses the validity of results which appear usual, or which may differ significantly from previous results or expected values.
- 3.5 Participates with development of protocols, lab manuals, new instrumentation, lab CQI or other laboratory developmental activities.
- 3.6 Provides technical guidance to and is a primary resource for phlebotomy and lab assistants.
- 3.7 Provides instruction and/or performs specimen collection.
- 3.8 Maintains a general understanding of test theory as acquired through formal education, experience, and continuing education.

**IV. SUPERVISION AND DIRECTION:**

- 4.1 Reports to the Lab Manager.
- 4.2 Functions in a staff relationship with other employees.

**V. JOB STATUS & CLASSIFICATION:**

- 5.1 Full-time or Part-time, non-exempt.

**VI. OTHER:**

- 6.1 This job description is not intended to be all-inclusive. This job description in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position. Management reserves the right to revise this job description at any time.

<b>APPROVED:</b>	<b>DATE:</b>
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