JOB DESCRIPTION

Position Title: **Medical Laboratory Scientist I**

Reports to: Laboratory Manager

1. ESSENTIAL FUNCTION

The Medical Laboratory Scientist I collects and prepares various body fluids and tissues for testing as directed by a physician. S/He runs and evaluates quality control (QC) data, performs proficiency testing and equipment preventive maintenance (PM). The Medical Laboratory Scientist I takes charge of the laboratory in the absence of the Laboratory Manager

1. PRIMARY RESPONSIBILITIES
2. Collects and processes blood samples.
3. Logs samples and enters patient and test information into the lab computer.
4. Performs routine PM on laboratory equipment according to prescribed schedules. Keeps records of PM performed. Troubleshoots equipment or method malfunctions and secures necessary service.
5. Tests QC samples and maintains records of QC results. Assesses acceptability of QC results and troubleshoots any QC problems.
6. Performs a large variety of laboratory tests including difficult, complex and non-standardized tests. Must have proficiency in the following areas: urinalysis, hematology, coagulation, immunohematology, chemistry, special chemistry, therapeutic drug monitoring, serology, microbiology, blood bank and blood gases. Assesses accuracy of test results and gives any “critical values” directly to the physician or his nurse immediately.
7. Enters results of patient testing into laboratory computer.
8. Generates patient reports, proofreads reports and routes them to the appropriate locations.
9. Performs laboratory proficiency testing. Accurately transcribes PT results to report forms. Secures either the Laboratory Director or the Laboratory Manager to proofread and cosign PT report forms.
10. Works with the Laboratory Manager in interpreting PT results and enacting appropriate corrective action, if needed.
11. Assists with inservice training of new laboratory personnel.
12. Packs reference laboratory testing in proper mailers and assures that specimens are shipped at correct temperatures according to US Postal regulations.
13. Accepts a proportionate share of Laboratory “on call” responsibilities and performs required testing when called to the hospital during off hours.
14. Takes charge of laboratory’s Quality Assurance program.
15. Helps to maintain adequate laboratory supplies by taking regular inventories and notifying Lab Manager of supply needs.
16. Participates in continuing education programs.
17. Provides supervision of laboratory in the absence of the Laboratory Manager.
18. Processes hospital infection control samples.
19. Performs breath alcohol testing according to the D.O.T. specifications.
20. KNOWLEDGE

Education: BS or BA from accredited college or university. MLS(ASCP), MT(AMT), or CLS. State of Montana license required.

1. SKILLS NECESSARY FOR JOB PERFORMANCE

Have knowledge of and skills in urinalysis, hematology, coagulation, chemistry, special chemistry, therapeutic drug monitoring, serology, aerobic and anaerobic microbiology, immunohematology, arterial blood gases, phlebotomy, capillary puncture and arterial puncture. Have strong analytical and mechanical skills and a desire to remain current on the latest knowledge in the field of medical laboratory science. Be willing to use computers and new instrumentation as they become available. Troubleshoot and make instrument repairs as directed by the instrument manufacturer and Laboratory Supervisor.

1. PERSONAL ATTRIBUTES

* Present a good image of the laboratory (PR) to physicians, nursing personnel, and other co-workers.
* Maintain patient confidentiality.
* Have good rapport with patients and be able to put them at ease while obtaining necessary blood samples
* Present a neat, clean, professional appearance.

1. INGENUITY

* Utilizes judgment in assessing accuracy and acceptability of patient test results.
* Is creative and resourceful in creating alternate means of producing test results, in instrument or methods are inoperable.
* Original and independent thinking required in areas of troubleshooting and diagnosis resolution.

VII..ADMINISTRATIVE RESPONSIBILITY

Supervision:

The titles of persons who report directly to this position are the Medical Technologist II.

Supervisory Authority:

Supervisory authority as delegated by the Laboratory Manager. No supervisor, director or consultant review needed before turning out patient test results.

Staff Responsibility:

This position works under the supervision of the Laboratory Manager performing testing and providing patient care at the request of the physician and in cooperation and coordination with the nursing staff.

Work Relationships:

50% of this position’s contacts are within the hospital, with coworkers and patients.

50% of this position’s contacts are outside the hospital with outpatients, Hardin Clinic, Big Horn Valley Health Center, and sales/service representatives for lab equipment.

Approved by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

JOB DESCRIPTION

Position Title: **Medical Laboratory Technician**

Reports to: Laboratory Manager

1. ESSENTIAL FUNCTION

The Medical Laboratory Technician collects and prepares various body fluids and tissues for testing as directed by a physician. S/He runs and evaluates quality control (QC) data, performs proficiency testing and equipment preventive maintenance (PM). The Medical Laboratory Technician takes charge of the laboratory in the absence of the Laboratory Manager

1. PRIMARY RESPONSIBILITIES
2. Collects and processes blood samples.
3. Logs samples and enters patient and test information into the lab computer.
4. Performs routine PM on laboratory equipment according to prescribed schedules. Keeps records of PM performed. Troubleshoots equipment or method malfunctions and secures necessary service.
5. Tests QC samples and maintains records of QC results. Assesses acceptability of QC results and troubleshoots any QC problems.
6. Performs a large variety of laboratory tests including difficult, complex and non-standardized tests. Must have proficiency in the following areas: urinalysis, hematology, coagulation, immunohematology, chemistry, special chemistry, therapeutic drug monitoring, serology, microbiology, blood bank and blood gases. Assesses accuracy of test results and gives any “critical values” directly to the physician or his nurse immediately.
7. Enters results of patient testing into laboratory computer.
8. Generates patient reports, proofreads reports and routes them to the appropriate locations.
9. Performs laboratory proficiency testing. Accurately transcribes PT results to report forms. Secures either the Laboratory Director or the Laboratory Manager to proofread and cosign PT report forms.
10. Works with the Laboratory Manager in interpreting PT results and enacting appropriate corrective action, if needed.
11. Assists with in service training of new laboratory personnel.
12. Packs reference laboratory testing in proper mailers and assures that specimens are shipped at correct temperatures according to US Postal regulations.
13. Accepts a proportionate share of Laboratory “on call” responsibilities and performs required testing when called to the hospital during off hours.
14. Takes charge of laboratory’s Quality Assurance program.
15. Helps to maintain adequate laboratory supplies by taking regular inventories and notifying Lab Manager of supply needs.
16. Participates in continuing education programs.
17. Provides supervision of laboratory in the absence of the Laboratory Manager.
18. Processes hospital infection control samples.
19. Performs breath alcohol testing according to the D.O.T. specifications.
20. KNOWLEDGE

Education: BS or BA from accredited college or university. MLT Certification. State of Montana license maintained in good standing is required.

1. SKILLS NECESSARY FOR JOB PERFORMANCE

Have knowledge of and skills in urinalysis, hematology, coagulation, chemistry, special chemistry, therapeutic drug monitoring, serology, aerobic and anaerobic microbiology, immunohematology, arterial blood gases, phlebotomy, capillary puncture and arterial puncture. Have strong analytical and mechanical skills and a desire to remain current on the latest knowledge in the field of medical laboratory science. Be willing to use computers and new instrumentation as they become available. Troubleshoot and make instrument repairs as directed by the instrument manufacturer and Laboratory Supervisor.

1. PERSONAL ATTRIBUTES

* Present a good image of the laboratory (PR) to physicians, nursing personnel, and other co-workers.
* Maintain patient confidentiality.
* Have good rapport with patients and be able to put them at ease while obtaining necessary blood samples
* Present a neat, clean, professional appearance.

1. INGENUITY

* Utilizes judgment in assessing accuracy and acceptability of patient test results.
* Is creative and resourceful in creating alternate means of producing test results, in instrument or methods are inoperable.
* Original and independent thinking required in areas of troubleshooting and diagnosis resolution.

VII..ADMINISTRATIVE RESPONSIBILITY

Supervisory Authority:

Supervisory authority as delegated by the Laboratory Manager. No supervisor, director or consultant review needed before turning out patient test results.

Staff Responsibility:

This position works under the supervision of the Laboratory Manager performing testing and providing patient care at the request of the physician and in cooperation and coordination with the nursing staff.

Work Relationships:

50% of this position’s contacts are within the hospital, with coworkers and patients.

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Employee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_