



## ***Employment at Morrow County Health District***

At Morrow County Health District, we believe that each employee makes a significant contribution to those we serve and the District as a whole.

The District's vision is to be the first choice for quality, compassionate care, and lead the way in promoting wellness and improving health in our communities. This is made possible by all employees agreeing to adhere to the District's Promise of Excellence and uphold the District's values of integrity, compassion, quality, respect, and financial responsibility.

Your contribution to the District and those we care for is not limited by the responsibilities set forth in this job description. This description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor the organization to just the work identified. It is our expectation that each employee will offer their services wherever and whenever necessary.

**Title:** Medical Laboratory Technician

**Department:** Lab

**Exempt/Non-Exempt:** Non-Exempt

**Reports to:** Outpatient Services Director

**Pay Equity Group:** \_\_\_\_\_

### **General Position Summary:**

Under the general direction of the Outpatient Service Director, the Laboratory Technician is responsible for making sure the preparation of specimens for tests, collection of blood, examination of blood samples, and other duties performed are being done in accordance to all policies and procedures. The Laboratory Technician is required to share 24-hour on-call responsibilities.

### **Essential Functions:**

1. Manage the operations and delivery of inpatient and outpatient laboratory services while maintaining a culture of "Welcoming our Patients and Providing Exceptional Care".
2. Maintain open and positive communication with physicians and other department personnel.
3. Maintain general lab safety regarding department operations.
4. Ensure smooth, rapid flow of test requests, testing of specimens, and reporting results to medical staff.
5. Test ordering on EHR software, review of all patients' final lab reports for discrepancies, abnormalities or panic results.
6. Clarifies orders and answers questions about orders, specimens, and requests.

7. Interpret quality control and patient data from instruments to determine proper performance.
8. Maintain and troubleshoot laboratory instrumentation.
9. Work closely with the Laboratory Technical Supervisor on technical issues and problems as they arise.
10. Set up, adjust, calibrate, clean, maintain, and troubleshoot laboratory instruments.
11. Ensure strict patient confidentiality and follow all HIPAA regulations.
12. Follow all infection control precautions and wear proper PPE when required.

**Secondary Functions:**

1. Propose changes in documentation and specimen handling that lead to passing the state inspection with no deficiencies.
2. Keep accurate and neat records for inspectors and Laboratory Technical Supervisor.
3. Monitor the installation, repair, troubleshooting, and maintenance work of contracted technicians.
4. Demonstrate knowledge of laboratory methods, procedures, and terminology.
5. Author technical documents including standard operating procedures, work instructions, protocols, and summary reports.
6. Perform proficiency testing with the assistance of the Laboratory Technical Supervisor and other laboratory personnel.
7. Attend all required meetings and complete all trainings by due date.
8. Other duties as assigned.

**Job Scope:**

**Additional Skills, Knowledge and Abilities:**

- Excellent communications skills, both written and verbal.
- Ability to work effectively and independently with all levels of clinical and administrative staff within the District and community leaders.
- Ability to represent the District effectively in a variety of settings.
- Demonstrate the ability to manage multiple concurrent projects.
- Good decision making skills and the ability to act autonomously, communicate effectively, and manage frequent variation in workload and time management.
- Demonstrate skills with software programs such as Excel, PowerPoint and Word.
- Demonstrate effective analytical and problem solving skills.
- Ability to concentrate on detail with constant interruptions and be able to prioritize jobs.

**Interpersonal Contacts:**

Excellent professional interpersonal communication skills are required for in-person, phone and email communications. The Laboratory Technician is in constant communication with patients, medical providers, hospital and clinic staff. A demonstrated understanding and appreciation for diverse cultures is required. Must be able to interact with others in a thoughtful and professional manner.

**Specific Job Ability:**

The Laboratory Technician must have excellent communication skills in dealing with diverse groups of people: physicians/medical providers, patients and family members and other District staff members.

**Specific Job Effort:**

Must be able to concentrate on fine details with interruptions. Position is subject to stressful situations. Must be able to manage conflict when needed and have the ability to function professionally in stressful situations.

The ability to lift up to and occasionally over 50 lbs. without the use of lifting devices. Be able to stoop, bend and twist to move patients, equipment and supplies.

Must possess adequate vision, hearing and manual dexterity to perform job duties.

**Education, Experience and Certification/Licensure:**

Meet CLIA '88 requirements for testing personnel with at least an Associate's Degree in Laboratory Science and hold a current national accredited license. Combination of education and work experience will be considered.

**Job Conditions**

- Subject to falls, hostile and emotionally upset patients, family members.
- Subject to exposure to blood, body fluids, infectious substances, hazardous chemicals, toxins and noise.
- Frequent exposure to sharps as well as mechanical noise from laboratory equipment.
- Occasional exposure to grease, oils and dust.
- Requires manual dexterity including manipulating tools, equipment and other items on a regular basis.
- Position will require some travel between various points within the District, and some out of town travel and occasional overnight stays for trainings.

*I have read the above position description. I will perform the position to the best of my abilities. A copy of this position description will be placed in my personnel file.*

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date