



Job Documentation

JOB TITLE: Lab Technician (MLT-ASCP)	JOB CODE: S008
DEPARTMENT: Laboratory	STATUS: Non-Exempt
SUPERVISES: NA	ADDENDUMS: NA
REPORTS TO: Laboratory Manager	EFFECTIVE DATE: January 2021
	REVISED ON: TBD

PRIMARY FUNCTIONS

Lab Technician (MLT-ASCP), makes routine bacteriological, serological, hematological, and related examinations; assists in the preparation of pathological specimens for examinations and in other procedures in a hospital laboratory.

Complies with department and organization-wide policies, Critical Access Hospital requirements, Safety and Infection Control, all and Federal and State of Nebraska regulation related to the performance of CCCH operations and requirements of the Compliance Program. Participates in professional growth and development.

QUALIFICATIONS

Education and/or Experience

- Bachelor’s degree in program in medical laboratory science required
- 1-2 years of didactic and clinical training preferred

Certificates, Licensure, Registrations

- Board of Registry of The American Society of Clinical Pathologists certified
- Certified in AAB, ISCLT or AMT

GENERAL REQUIREMENTS

- Demonstrates commitment to the organizational mission, vision, and core values
- Maintains patient confidentiality at all times
- Evidence of good grooming, professional manner and conduct
- Ability to exercise professional judgment, courtesy, and professionalism in daily interactions with others
- Communicates effectively both orally and written to all disciplines
- Possesses ability to make independent decisions and changes
- Demonstrates teaching skills, understanding and language skills



- Exhibits excellent telephone and computer skills/knowledge
- Proper use of the EMR
- Serve as a role model to colleagues, students and other care providers
- Actively participate in continued learning opportunities and continued self-development pertinent to the duties of the job
- Able to operate all equipment correctly and safely
- Participate in QA programs, as needed
- Practices Standard Precautions
- Ability to sit, stand, bend and lift as job requires with the possibility of prolonged standing
- Able to adjust to frequent interruptions
- Risk of exposure to infectious waste and diseases
- Attends and participates in department designated meetings
- Able to perform other related duties as assigned

SIGNIFICANT DUTIES

- Interprets physician's orders and secures a requisition before performing test
- Obtains specimen
- Draws blood samples from patients
- Conducts chemical analyses of body fluids such as blood, urine, and spinal fluid
- Performs blood counts
- Conducts blood tests for transfusion purposes
- Completes appropriate routing, handling, and processing of various medical specimens
- Performs tests in an accurate and timely manner
- Informs physicians of lab results
- Documents all requests and results of lab work accurately
- Recognizes abnormalities and notifies physician immediately
- Performs daily quality control and cleaning procedures per guidelines
- Maintaining, calibrating, cleaning and testing sterility of the equipment
- Providing technical support
- Keeping up to date with relevant scientific and technical developments
- Carrying out risk assessments
- Ordering and maintaining stock and resources



Utilizes proper body mechanics, transfer/lifting techniques and appropriate equipment to minimize fall risk to patient and injury to self.

Physical Demands Checklist

PHYSICAL DEMAND REQUIREMENTS						
PHYSICAL ACTIVITY	FREQUENCY					ADDITIONAL INFORMATION
	Never	Rarely <i>(0-25% of day)</i>	Occasionally <i>(26-50% of day)</i>	Frequently <i>(51-75% of day)</i>	Continuously <i>(76-100% of day)</i>	
Lift: light weight (0-20 lbs.)					X	
Lift: moderate weight (20-35 lbs.)				X		
Lift: heavy weight (35-50 lbs.)			X			
Walk				X		
Bend				X		
Stand				X		
Sit				X		
Drive		X				
Climb		X				
Squat/crouch				X		
Kneel		X				
Push				X		
Pull				X		
Write					X	
Reach					X	
Grip					X	
Crawl		X				
Vision/read						X
Talk/verbal skills						X
Hear						X
Feel/tactile					X	
Concentrate in distracting environment					X	



SIGNATURES

This job description has been approved by all levels of management.

Manager

Date

HR

Date

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee

Date