

Status: Fulltime

Sign on and Retention bonuses available!

## Job Description

**Job Title:** Medical Technologist

**Job Code:** 153800

**Reports To:** Laboratory Manager

**FLSA Status:** Non-Exempt

**Department:** Laboratory

**Summary:** Performs routine tests in medical laboratory to provide data for use in diagnosis and treatment of disease by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Interprets physician's orders and secures a requisition before performing test.

Obtains the correct amount and type of specimen.

Draws blood from patient's finger, ear lobe, or vein, observing principles of asepsis to obtain blood samples.

Conducts quantitative and qualitative chemical analyses of body fluids such as blood, urine, and spinal fluid, under supervision of Laboratory Manager.

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.

Orders and stocks supplies as needed.

## **Competency:**

To perform the job successfully, an individual should demonstrate the following competencies : **Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures. **Design** - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail. **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics. **Project Management** - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and within budget; Manages project team activities. **Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others. **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service ; Responds to requests for service and assistance; Meets commitments. **Interpersonal** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things. **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings. **Team Work** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments of other team members. **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information. **Change Management** - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results. **Delegation** - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results. **Leadership** - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Inspires respect and trust; Accepts feedback from others; Provides vision and inspiration to peers and subordinates; Gives appropriate recognition to others; Displays passion and optimism; Mobilizes others to fulfill the vision. **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness. **Visionary Leadership** - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates. **Business Acumen** - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals. **Cost Consciousness** - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue ; Conserves organizational resources. **Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce. **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values. **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity. **Strategic Thinking** - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions. **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events. **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time. **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own

actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan. **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed. **Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention. **Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions. **Motivation** - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals. **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans. **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments. **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality. **Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly. **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education/Experience:**

Bachelor's degree in medical technology or related program, including one full year of didactic and clinical training and also passed a national certifying exam given by the Board of Registry of The American Society of Clinical Pathologists or equivalent certifying agency. AAB, ISCLT or AMT

### **Language Ability:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **Math Ability:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software; Internet software and Database software.

**Certificates and Licenses:**

See Education

**Supervisory Responsibilities:**

This job has supervisory responsibilities in accordance with general supervisor under CFR 493.1489 and CFR 493.1489 (b) (4).

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock and work with explosives.

The noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to stand; walk; sit; climb or balance and taste or smell.

**Job Title: Medical Laboratory Technician**

**Job Code:** 152700

**Reports To:** Laboratory Manager

**Department:** Laboratory

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**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Interprets physician's orders and secures a requisition before performing test.

Obtains the correct amount and type of specimen.

Draws blood from patient's finger, ear lobe, or vein, observing principles of asepsis to obtain blood samples.

Conducts quantitative and qualitative chemical analyses of body fluids such as blood, urine, and spinal fluid, under supervision of medical technologist.

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.

Orders and stocks supplies as needed.

## **Competency:**

To perform the job successfully, an individual should demonstrate the following competencies: **Analytical** - Uses intuition and experience to complement data; Designs work flows and procedures. **Design** - Demonstrates attention to detail. **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics. **Project Management** - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities. **Technical Skills** - Shares expertise with others. **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments. **Interpersonal** - Focuses on solving conflict, not blaming; Maintains confidentiality; Keeps emotions under control; Remains open to others' ideas and tries new things. **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings. **Team Work** - Gives and welcomes feedback; Puts success of team above own interests. **Written Communication** - Presents numerical data effectively. **Leadership** - Exhibits confidence in self and others; Accepts feedback from others. **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness. **Visionary Leadership** - Inspires respect and trust; Provides vision and inspiration to peers and subordinates. **Business Acumen** - Aligns work with strategic goals. **Cost Consciousness** - Works within approved budget; Develops and implements cost saving measures. **Diversity** - Promotes a harassment-free environment. **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others. **Organizational Support** - Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities. **Strategic Thinking** - Understands organization's strengths & weaknesses. **Adaptability** - Able to deal with frequent change, delays, or unexpected events. **Attendance/Punctuality** - Is consistently at work and on time. **Dependability** - Completes tasks on time or notifies appropriate person with an alternate plan. **Initiative** - Seeks increased responsibilities; Asks for and offers help when needed. **Innovation** - Generates suggestions for improving work. **Judgment** - Exhibits sound and accurate judgment; Includes appropriate people in decision-making process. **Motivation** - Sets and achieves challenging goals. **Planning/Organizing** - Uses time efficiently; Sets goals and objectives. **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments. **Quality** - Monitors own work to ensure quality. **Quantity** - Completes work in timely manner. **Safety and Security** - Observes safety and security procedures.

## **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Education/Experience:**

Associate's degree (A. A.) or equivalent from two-year College or technical school; or six months to one year related experience and/or training.

## **Language Ability:**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format.

**Math Ability:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Word Processing software and Database software.

**Certificates and Licenses:**

ASCP

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to fumes or airborne particles. The employee is frequently exposed to work near moving mechanical parts. The employee is occasionally exposed to wet or humid conditions (non-weather);work in high, precarious places; toxic or caustic chemicals; outdoor weather conditions; extreme cold (non-weather);extreme heat (non-weather);risk of electrical shock and vibration.

The noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to smell.

