WEST PARK HOSPITAL DISTRICT
JOB DESCRIPTION

JOB TITLE: Medical Technologist
DEPARTMENT: Laboratory
REPORTS TO: Director of Laboratory

JOB SUMMARY: The Medical Technologist is responsible for specimen processing, test performance and reporting test results. All Staff Medical Technologists should follow the laboratory’s procedures for specimen handling and processing. Each technologist is required to maintain records that demonstrate appropriate proficiency testing, adhere to the laboratory’s quality control policies and be capable of identifying problems that may adversely affect test performance or reporting of test results.

The Medical Technologist must be able to demonstrate the knowledge and skills necessary to provide care appropriate to the age of the patients served by the laboratory. The individual must demonstrate knowledge of the principles of growth and development over the life span and possess the ability to assess data reflective of the patient’s status and interpret the appropriate information needed to identify each patient’s requirements relative to his or her age-specific needs and to provide the care needed as described in the units/areas/departments policies and procedures.

AGES SPECIFIC TO LABORATORY:
- Newborn- Birth through 1 month
- Infant- 1 month through 1 year
- Toddler- 2 years through 3 years
- Preschool- 4 years through 5 years
- School Age- 6 years through 12 years
- Adolescent/Teenager- 13 years through 17 years
- Young Adult- 18 years through 34 years
- Middle Adult- 35 years through 50 years
- Mature Adult- 51 years through 69 years
- Geriatric Adult- 70 years +

CULTURE/RELIGIOUS ASPECTS: Employee will care for patients of all cultural and religious backgrounds. In view of the seasonal influx of people from all over the world, be prepared to care for patients of diverse cultural and/or religious backgrounds.

ETHICS AND COMPLIANCE: Employee performs within the prescribed limits of the hospitals/departments Ethics and Compliance Program. Is responsible to detect, observe and report compliance variances to their immediate supervisor, or upward through the chain of command, the Compliance officer or hospital hotline.

ESSENTIAL FUNCTIONS:

1. Performs, evaluates, troubleshoots and resolves problems with Quality Control in all areas of the laboratory before reporting out patient results.
2. Performs and documents all scheduled maintenance, calibrations and can recognize and resolve problems with malfunctioning instruments using alternate procedures and/or equipment when needed.
3. Evaluates specimens for suitability for testing and recollects or notifies proper personnel of unacceptable specimens.
4. Organizes, processes, prioritizes and performs clinical testing in assigned area in a timely manner, independently producing quality, accurate results while following laboratory policies and procedures.
5. Knows critical result limits, and responds immediately to notify appropriate personnel.
6. Greets patients, physicians, and all co-workers in a professional/Planetree manner and is able to communicate either in person or via telephone to resolve problems, conflicts and/or provide information as necessary while maintaining confidentiality.
7. Is able to process patients orders, either those presenting to the laboratory or those ordered by the care areas. To include finding/obtaining orders, entering orders into Meditech, following and using NMO
guidelines, obtaining proper specimens, updating specimens into the laboratory, and distribution of the specimens for testing.

8. Processes reference lab tests to include: Obtain specimen requirements and cost, order test in QUEST computer, process and document specimen, pack samples, pull and result reports.

9. Recognizes the need and takes on other areas of the lab without being asked, including: cleaning, restocking, covering the front desk, draws, answering the phone or any other duty, regardless of the area assigned, or shift working.

10. Takes responsibility to run and complete CAP surveys when they arrive in assigned department, noting when they are due, and notifying section head of any incomplete tests, and/or problems.

SECONDARY FUNCTIONS:

1. Escorts or directs the patient to the appropriate area of the hospital.

2. May be assigned other duties and/or special projects, which the individual is qualified to perform to facilitate the operation of the department and the hospital.

EDUCATION: Three years of college with courses in biology, chemistry and mathematics plus at least 1 year of clinical training in a school of medical technology approved by the American Society of Clinical Pathologists culminating in a BA or BS degree.

Must be registered as a Medical Technologist by the Registry Board of the American Society of Clinical Pathologists, or hold an equivalent registry or be eligible for registry.

EXPERIENCE: No experience required. One or two years of experience is preferred for technologists working independently nights or evenings.

SKILLS:

A. Aptitudes:

Verbal ability required to communicate effectively with other laboratory personnel, hospital staff, patients and the medical staff. Numerical ability required to calculate test data. Clerical ability to accurately record, transcribe and compare test results. Form perception required to notice pertinent details of specimens under microscopic study. Color discrimination required to distinguish various shades and colors of specimens and reactions.
B. Temperament:

Sufficient organizational abilities to plan and organize workload to maximize efficient use of time. Tact and understanding required in communicating with patients, medical and hospital staff. Ability to evaluate information against measurable criteria in the performance of tests. Laboratory testing requires precise and accurate job performance carried out according to established laboratory procedures.

C. Typing ability is helpful, as is knowledge of Word Processing and statistical software programs.

INSTRUMENTS, TOOLS, EQUIPMENT AND WORK AIDS:

A. **Hematology**: CellDyn 3700 Hematology Analyzer, CellDyn 1700 Hemeatology Analyzer, ACL-7000 Coagulation Analyzer, Hematab Differential Counter, Olympus B-MAX Microscope.

B. **Urinalysis**: Centrifuge, Olympus Phase Microscope and CliniTek 100.


D. **Chemistry**: Dade RXL Max, Dade XPAND, Roche OMMNI Blood Gas Analyzer, Fisher Centrifuges.

E. **Bacteriology**: Olympus B-MAX Microscope, Incinerator, Various Incubators and Microscan Auto-4 System.

F. **Miscellaneous**: Various Refrigerators, Mixers, Rotators, Computers, LIS, Fax and any other equipment included in the function of the laboratory.

G. **LABORATORY PROCEDURE MANUALS**.

H. Meditech Hospital wide Information system.

**WORKING CONDITIONS**: Will be required to work some weekends, holidays and overtime as well as be on call to meet the needs of the department.

**ADDEMDUM**: The West Park Hospital Laboratory is staffed by Medical Technologists to perform quality patient care by requiring all laboratory technologists to function to their highest level. Medical Technologists will perform Section Coordinator duties for a designated section on an ongoing basis. The Section Coordinator will be responsible for duties such as; ordering supplies, reviewing preventative maintenance, reviewing quality control, reviewing and writing policies and procedures, research and development of new tests, parallel testing of instruments, methodology and/or quality control materials as needed and other functions as listed below.

**Duties**:

1. Maintain and order department supplies in LIS system to control expenses and downtime of the department.
2. Review and write departmental procedures to comply with governing standards as needed and in a timely manner.
3. Quality Control: Weekly review of daily log for appropriateness of technologist actions and to access shift, trends etc, in a timely manner.
4. Implement and evaluate new quality control material or testing procedures by performing crossover studies with daily assistance from staff technologists.
5. Review and maintain monthly Quality Control Reports for the Laboratory Director and Pathologist review in a timely manner.

6. Submit proficiency testing to CAP or other programs in a timely manner and review with Laboratory Manager and Pathologist monthly when information and action necessary has been completed.

7. Research new methodology and instrumentation with Director.

8. Review weekly check-off sheets, PM and QC as part of monthly department evaluation/review process.

9. Review changes for recall of products or updates in software and consult with Laboratory Director.

10. Implement new procedures that are brought into their respective departments and monitor daily. Discuss with Laboratory Director as needed and recommendation presented at monthly meeting with Pathologist approval if acceptable.

11. Competency of technologist on an on-going basis, based on hospital policy and CAP standards.

12. Assist in QI development, studies and reporting as necessary.

13. Provide educational lectures at monthly lab meetings on a rotating basis, as it pertains to their sections.
PHYSICAL DEMANDS: Physical work is light. Workload may vary from light to very heavy. Will lift and carry light laboratory equipment and supplies. Good hand-eye coordination and manual dexterity are very important. Reaches for, handles and fingers specimens, glassware and controls equipment. Handles paper supplies. Color vision required to detect color changes of specimens and stains used on specimens. Near-visual acuity required to read detailed instructions and to examine specimens. Works in a well lighted, ventilated area; walking and standing most of the day. There is daily contact with possible infectious agents and dangerous reagents.

My job requires that I lift:

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<td>B. 11 - 24 lbs.</td>
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<td>C. 25 - 34 lbs.</td>
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<td>E. 51 - 74 lbs.</td>
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Any lifting of 35# or more requires the use of an assistive device and/or physical assistance.

EXPOSURE CATEGORY 1

1. Tasks that involve exposure to blood, body fluids or tissues. This includes all procedures or job related tasks that involve inherent potential for mucous membrane or skin contact with blood, body fluids or tissues, or potential spills or splashes of them.

2. Tasks that do not involve exposure to blood, body fluids or tissue, but exposure may be required as a condition of employment. Appropriate protective measures are readily available to these employees when needed.

3. Tasks that involve NO exposure to blood, body fluids or tissue and Category I tasks are not a condition of employment.

____________________________  ______________________
Employee Signature          Date

Reviewed: 9/07, 12/10     Revised: 9/07, 12/10