

**Job Title:** Medical Technologist  
**Department:** Laboratory  
**Classification:** Non-Exempt  
**Reports to:** 1. Laboratory Manager  
2. CEO/President

### **Summary**

In consultation with the Laboratory Manager and appropriate MT4, plans, coordinates and directs the daily activities listed; oversight of quality control, monitoring instrument function and maintenance, assures the accuracy and timeliness of test results, and performs laboratory tests in an assigned department, following approved procedures. Procedure manuals are maintained in their area of responsibility. Enhanced decision-making ability and the use of independent judgment are necessary if the Pathologists, Laboratory Manager or MT4 are not on site.

### **Essential Functions**

- Maintains close contact with the Laboratory Manager and appropriate MT4 regarding problems, changes, unusual events related to instruments or quality control, workload, other department contacts, test requests, unusual test results or other occurrences outside the daily routine.
- Participates in organizing the daily activities within their shift or area of the laboratory to assure efficient work flow.
- May be assigned to hospital committees as the laboratory representative or may be asked to perform special assignments.
- Communicates with the Laboratory Manager regarding problems related to staffing and discipline, providing input for performance appraisals upon request.
- Trains technicians on procedures in their area of responsibility. Trains staff to run tests and perform routine maintenance on instruments in their area.
- Ensures that all technicians who work in their area of responsibility follow approved procedures and maintain competence in their performance.
- Presents continuing education meetings in their area of expertise when requested.
- Establishes and oversees routine maintenance procedures of instruments in their area of responsibility. Instructs other staff on these procedures and maintains complete maintenance and repair records.
- Maintains appropriate levels of reagents and supplies in their area. Encourages the efficient and economical utilization of reagents and supplies.
- Keeps current in new developments in instrumentation and procedures in their area and suggests new instrumentation and procedures for evaluation.
- Reviews reports of proficiency testing and external quality control in their area with the Laboratory Manager. Shares results with other staff.
- Maintains up-to-date procedure manuals in their area. Procedure manuals must meet or exceed PA Department of Health requirements and are to be reviewed annually or bi-annually.
- Performs assigned testing completely and accurately, using approved laboratory procedures.
- Tests are completed promptly. Laboratory expectations for turnaround time for priority and routine tests are met.

- Assists with testing in other sections of the laboratory as time permits and workload requires.
- Works the shift assigned on the schedule rotating weekends, and non-first shift duties as required.
- Performs necessary calibration and adjustment of laboratory instruments.
- Performs routine maintenance procedures as appropriate.
- Runs quality control samples, and properly records their results.
- Takes the appropriate action when quality control runs are out of control, and notifies the appropriate person.
- Recognizes when an instrument or system problem exists and may do trouble shooting and problem solving. These occurrences are documented and the appropriate person notified.
- Teach new employees and students how to do the job of your department. Must explain in detail the process and the science behind each process. Must sign off on student to verify that they are competent to work in the assigned area of the Lab.
- Demonstrates the ability to set appropriate work priorities.
- Coordinates work to achieve maximum productivity and efficiency.
- Performs assigned duties in an independent manner with little or no need for direct supervision.
- Collects samples from patients in a friendly and professional manner, with a minimum of discomfort.
- Maintains positive patient and sample identification.

#### **Education/Experience**

- Bachelor's degree in medical technology or clinical laboratory. Certification with ASCP, AMT, or one of the national registering bodies is preferred.
- Recent training and experience in laboratory technology strongly preferred.
- Must be able to communicate and effectively exchange information with laboratory staff, nursing staff, physicians, physician office staff, patients, patient's families, other customers, and guests.
- Requires judgment including prioritizing tasks according to medical urgency, efficiency and good guest relations skills.

#### **Knowledge, Skills and Abilities**

- **Required to maintain absolute confidentiality of patient care, patient accounts and hospital related matters.**
- **Required to abide by, and comply with, the provisions of the TAH Corporate Compliance Policy.**
- Required to utilize positive Guest Relations principles in all interactions with patients, families, peers, third party payers and all members of the healthcare team.
- Required to establish and maintain the ability to communicate effectively both verbally and in writing with a variety of socioeconomic, religious and culturally diverse populations of patients, clients, families and the general public in order to gain confidence and cooperation and to establish and maintain contact with facility staff and others.
- Required to abide by, and comply with, established Departmental and TAH policies, procedures and standards.
- Required to establish and maintain acceptable level of attendance.
- Required to perform the duties of the position in a safe and efficient manner.

- Required to assist in maintaining the cleanliness of the work areas.
- Ability to remain calm and perform effectively during critical/emergency situations and pending deadlines.
- Ability to adapt to a wide range of physical and emotional situations and to seek assistance in the application of procedures sufficient to overcome problems.
- Ability to adapt working times or methods and perform effectively in order to meet established, critical deadlines.

**Work Environment**

Potential exposure to hazards such as body fluids and other possible infectious material. Possible exposure to potentially hazardous chemical agents that require care in handling. Physical demands include: Frequent sitting and reaching; Occasional lifting/carrying up to 50 pounds, pushing/pulling up to 20 pounds, bending, stooping, kneeling, crouching, handling, grasping, overhead lifting, feeling and keyboarding.

**Positions Supervised**

None