

Medical Laboratory Technician Job Description



Position Title: Medical Laboratory Technician

Reports to: Lab Manager

Job Status: Full-Time

FLSA Status: Non-Exempt

Positions Supervised: None

Position Summary: Perform routine medical laboratory tests for the diagnosis, treatment and prevention of disease. Responsible for operation of the laboratory.

Essential Functions:

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

- Perform technical laboratory functions including chemistry, hematology, urinalysis and immunology.
- Report test results following clinic protocols alerting providers and/or nurses about abnormal results.
- Ensure quality control in collecting specimens, ensure appropriate sampling and maintain accurate record keeping.
- Maintain laboratory equipment and supplies. Set up, maintain, calibrate, clean, and test sterility of medical laboratory equipment.
- Comply with all laboratory policies and OSHA regulations related to safety, cleanliness and infection control.
- Serve as a back-up to the Lab Manager as needed.
- Perform all other duties as assigned.

Competencies:

- Knowledge of medical laboratory principles, standards, applications and tests.
- Knowledge of medical laboratory safety, cleanliness and infection control policies and regulations.
- Knowledge of medical laboratory equipment uses and maintenance.
- Accuracy – Ability to perform work accurately and thoroughly.
- Communication – Ability to communicate effectively verbally and in writing.
- Computer Skills – Proficient ability to use a computer and electronic medical record.
- Confidentiality – Maintain patient, team member and employer confidentiality. Comply with all HIPAA regulations.
- Customer Service Oriented – Friendly, cheerful and helpful to patients and others. Ability to meet patients and others needs while following office policies and procedures.
- Detail Oriented – Ability to pay attention to the minute details of a project or task.
- Flexibility – Ability to adapt easily to changing conditions and work responsibilities.

- Positivity – Display a positive attitude and is a positive agent for change.
- Teamwork – Work as part of a team and collaborate with co-workers.
- Working Under Pressure – Ability to complete assigned tasks under stressful situations.

Education and Experience:

- High school diploma or equivalent required
- Associate’s Degree or higher preferred
- Medical laboratory experience preferred

Certification and Licensure:

- MLT, ASCP, CPT or AMT certification required

Work Environment:

- Environmentally controlled laboratory environment
- Fast paced environment with occasional high pressure or emergent situations
- Frequent exposure to bodily fluids
- Possible exposure to infectious specimens, communicable diseases, toxic substances, ionizing radiation, medicinal preparations and other conditions common to a laboratory and medical office environment
- May wear Personal Protective Equipment (PPE) such as gloves or a mask
- Frequent interaction with a diverse population including team members, providers, patients, insurance companies and other members of the public

Physical Demands:

- Frequent standing, walking, grasping, carrying and speaking
- Occasional sitting, reaching, bending and stooping
- Lifting, carrying, pushing and pulling up to 50 pounds, with assistance if needed
- Frequent use of computer, keyboard, copy and fax machine and phone

CVFP has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the team member's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors, managers, directors or officers as deemed appropriate. This document does not represent a contract of employment, and CVFP reserves the right to change this job description and/or assign tasks for the team member to perform, as CVFP may deem appropriate.

Team Member Signature: _____

Date: _____