



Murray County Medical Center Position Description

Classification:	Laboratory Technician
Department:	Lab
Location:	Murray County Medical Center
Reports to:	Laboratory Manager
FLSA Classification:	Hourly/ Non-Exempt

Position Purpose

This position performs laboratory testing, in a CLIA certified high-complexity laboratory, for the use in the diagnosis, treatment and management of disease. This position is responsible for the collection of laboratory specimens and maintaining detailed records of tests and procedures performed.

Essential Duties and Responsibilities

1. Perform routine tests in laboratory for use in the treatment and diagnosis of disease using standard techniques and equipment.
 - Perform related duties in laboratory to include patient identification, specimen labeling and verification of specimen requirements including storage and transport.
 - Use manual and automated equipment to prepare specimens and perform analytical tests.
 - Recognize abnormal results and be able to correlate to patient disease state.
2. Understand and comply with laboratory Quality Control, Quality Assurance and Safety policies and procedures for instrumentation and testing.
 - Maintain detailed records of test/procedures performed and report results to appropriate personnel, recognize Quality Control shifts and trends, and take appropriate action whenever necessary.
 - Perform lengthy and complex maintenance procedures on laboratory instrumentation at intervals prescribed by analyzer manufacturer.
3. Troubleshoot analyzer issues and recognize when it is important to contact technical support.
 - Prepare solutions, reagents, and stains, following standard formulas and procedures.
4. Communicate in a professional and courteous manner.
 - Interact in a professional and courteous manner with providers, nurses, other MCMC personnel, and external medical personnel to provide technical guidance

and address concerns, or answer questions and provide other information about patient's results.

- Communicate in a professional and courteous manner with patients and their family/caregiver, as necessary, to obtain information, explain procedures, clarify orders and communicate results.
5. Provide on-call coverage after hours and on weekends.
 6. Other duties as assigned.

Job Activities

Percent of Job	Major Activity
60%	Operates laboratory instrumentation and equipment
30%	Phlebotomy
10%	Manual laboratory testing, inventory, packaging, storage and transport

Total: 100%

Education and Experience

- MLT AAB or equivalent.
- Experience is desired.
- Must maintain certification of CME.

Requirements

- Follow government regulations and direct orders of physicians.
- Ability to concentrate on work tasks amidst distractions.
- Personal, professional poise and tactfulness.
- Able to relate positively with co-workers, other departments, patients, and the public.
- Able to maintain confidentiality.
- Show respect and sensitivity for cultural/ethnic diversity of patients.
- Requires organization, efficiency, effectiveness, reliability, and dependability.
- Able to give and receive constructive feedback.
- Able to communicate professionally and courteously is a must.
- Ability to work alone.
- Able to analyze, organize, problem solve and complete work in a competent and timely fashion.
- Must be able to work nights, weekends and after normal hours.

Working Conditions and Physical Demands

- Exposure to vibration consumes up to 1/3 of the time on the job.
- Two-thirds and more of the time spent on the job is spent working near moving mechanical parts, in fumes or airborne particles, or at risk of electrical shock.
- The noise level of the workplace is on the high side of moderate.

- Less than optimally comfortable temperatures due to laboratory requiring adequate temperature and moisture to ensure maximum performance of technical analyzing machinery.
- Exposed to blood borne, airborne, body fluids and wastes daily.
- Requires occasional to frequent demands of sitting, bending, stooping, walking and standing.
- Requires the ability to lift 5 to 25 pounds normally, and intermittently up to 60 pounds.
- Vision requirements are close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- This technician must have the ability to receive detailed information through oral communication and to make fine discriminations in sound, i.e., making fine adjustments on machine parts, using a telephone etc. Clear communication between patients and co-workers is essential.
- Able to handle themselves under stressful situations and concentrate on work tasks amidst distractions.

Equipment Operation

- Equipment operated consists of laboratory analyzers and centrifuges, as well as standard office equipment of telephone, computers, fax/scanning machine and copiers.

Supervisory Responsibilities

No direct supervisory responsibilities.

Employee Signature: I have read and agree that I can perform the essential functions of this position.

Print Name

Signature

Date

Manager or HR Rep. Signature

Date