

Job Title:	Medical Technologist, Registered	Department:	Laboratory
Position Type:	Full Time, Part Time, PRN	Job Category:	Non-exempt
Supervisor Title:	Lab Manager	Dress Code Requirements:	Scrubs, closed toe shoes
Created Date:	May 2000, last revised Nov. 2011	Last Updated:	February 2016
Educational Requirements or Preferences:	Requires a Baccalaureate degree	Credentials Required or Preferred:	Certification from a National Certifying Agency, and a current ND license.
Shift:	Day shift	Hours/Call:	Rotating call, weekends and holidays
Travel Required: (Driver's License Required)	Rotating weekly trips to KRCC	Equipment Knowledge:	Computer, various lab equipment
Knowledge/Skills/Abilities/Experience Required or Preferred:			
Must have good communication skills. Ability to work in an independent manner with little or no supervision. Ability to work under pressure in a medical situation by reporting out quality results in a timely fashion. Previous experience preferred.			
Job Description			
Performs specialized and routine tests on patient samples to aid in the detection, diagnosis, and treatment of disease processes. Uses judgment, interpretation, and evaluation to make decisions and assure accurate results. Supervises any staff medical technicians and/or phlebotomists.			
ESSENTIAL FUNCTIONS, ROLES, AND RESPONSIBILITIES			
<ol style="list-style-type: none"> 1. Phlebotomy – Obtains proper specimens for analysis from patients, with minimal trauma. 2. Specimen Handling and Processing – Prepares specimens accurately according to established procedures for inhouse and referral lab testing. 3. Testing – Performs all procedures accurately and in a timely manner. Investigates abnormal results by repeating results or checking previous results. Uses problem solving skills and works with nursing staff and physicians to confirm abnormal. 4. Quality Control – Follows quality control protocols, documenting all results. Investigates shifts and trends. 5. Preventive Maintenance – Performs required maintenance and notes any corrective action taken. 6. Proficiency Testing – Documents receipt of proficiency testing samples, follows directions and analyzes samples accordingly. Documents results. 			
OTHER DUTIES			
<ol style="list-style-type: none"> 1. Quality Assurance – Participates in and develops studies to monitor pre-analytic, analytic, and post analytic processes. 2. Special duties as assigned could include: <ol style="list-style-type: none"> a. Ordering supplies; b. Scheduling; c. Performing and overseeing the urine drug screen/Breathe Alcohol testing programs; d. Assuming duties when manager is not present; e. Overseeing the quality control program; 			

Job Title:	Medical Technologist, Registered	Department:	Laboratory
f. Overseeing the preventive maintenance program; g. Responsible for preparing daily charges to ensure accurate billing.			
ADDITIONAL NOTES This job description does not reflect all duties that may be assigned to this position.			
Other Requirements:	<ol style="list-style-type: none"> 1. CPR certification. 2. TB screen. 3. Must meet the attendance requirements of the position including mandatory meeting attendance. 4. Participates on at least one committee or project per year. 5. Completes annual mandatory training yearly. 6. Completes required Incident Command System for Healthcare/Hospitals training. 7. Must speak and write English clearly. 8. Respects the privacy of all persons and confidential information according to confidentiality policies and HIPAA regulation. 9. Follows the Standard Precautions Policy. 		
Physical Capabilities:	Stands 70% of an 8 hour shift. Must be able to bend, reach, and function in awkward positions to accommodate drawing blood from immobilized patients. Must be able to lift 20 pounds. Uses focused eyesight with microscopes and digital read out. Must be able to distinguish colors.		
Environmental Factors:	Exposed to body fluids, contaminated needles, and chemicals.		
I, _____, have read the job description required for my position and fully understand the conditions set forth therein. I agree to perform these duties to the best of my ability.			
Employee Signature		Date:	