

**CENTRAL MONTANA MEDICAL CENTER  
POSITION DESCRIPTION**

<b>Position Title</b>	<b>MEDICAL LAB TECHNOLOGIST</b>	<b>Grade</b>	
-----------------------	-------------------------------------	--------------	--

<b>Department</b>	LABORATORY	<b>Exempt</b>	
<b>Immediate Supervisor</b>	LABORATORY MANAGER	<b>Non-exempt</b>	<b>X</b>
<b>Supervisor next in line</b>	CCO	<b>Workweek</b>	Up to 40

**POSITION SUMMARY**

Under limited supervision, is responsible for performing all activities pertaining to laboratory analysis for the purpose of screening, diagnosis, and treatment of patients. Performs various duties in the pre-analytical, analytical, and post-analytical phases of test result generation. Performs moderately difficult to complex tasks in chemistry, hematology, microbiology, immunology, and immunohematology. Serves as a senior laboratory analyst due to education, experience, and certification requirements.

**Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:**

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

**Minimum Education, Experience, Licensure, Certification required:**

**Must** meet the requirements of a General Supervisor under CLIA '88.

- ◆ Bachelor Degree in chemical, physical, biological, or medical laboratory sciences with one year of training or experience.
- Or
- ◆ Associate Degree in medical laboratory science with at least one year training or experience in a high complexity laboratory.

**Must** have Montana license as a Clinical Laboratory Scientist or Clinical Laboratory Technician. Registered or certified by a recognized body such as ASCP, AMT, or NCA or possesses sufficient previous experience to perform in all areas of the lab.

**ESSENTIAL FUNCTIONS/DUTIES:**

(Must be able to perform with or without accommodation)

1	Performs, in an accurate and timely manner, all procedures relating to ordering, analyzing, and reporting tests per laboratory protocol.
2	Establishes test parameters of new procedures; defines acceptable levels of analytic system performance.
3	Establishes control protocols appropriate for testing performed; performs all quality control related activities.
4	Assesses validity and logic of results; recognizes clinical implications of abnormal/critical values; observes critical value implication and verification protocols; follows verification protocols to ensure report accuracy.
5	Performs all required laboratory information system functions including account set-up, order entry, report and log generation, billing procedures, and file maintenance. Maintains working knowledge of testing menu.
6	Handles all specimens to assure specimen integrity, including collection, identification, processing, storage and disposal.
7	Calibrates, performs preventative maintenance, troubleshoots, and operates all laboratory instrumentation.
8	Resolves technical problems and ensures remedial actions are taken when test system deviates from established performance specifications.

**CENTRAL MONTANA MEDICAL CENTER  
POSITION DESCRIPTION**

<b>Position Title</b>	<b>MEDICAL LAB TECHNOLOGIST</b>	<b>Grade</b>	
-----------------------	-------------------------------------	--------------	--

9	Writes and revises laboratory procedures and manuals.
10	Participates in organizational Quality Assurance program; participates in external proficiency testing programs.
11	Maintains supplies and monitors inventories; utilizes resources appropriately.
12	Participates in orientation of new lab personnel; oversees laboratory technicians and assistants; serves as resource for nontechnical personnel, patients, community, and other healthcare providers.
13	Serves on laboratory and hospital committees as needed; supports interdepartmental functions and projects.
14	Adheres to all federal and state regulations in laboratory compliance, safety, and test performance.
15	Completes other duties as assigned.

**Knowledge, Skills, Abilities:**

**Ability** to read, write, perform necessary mathematical computations, follow written and oral instructions.  
**Ability** to exercise independent judgement concerning test system performance, respond to unforeseen events, and establish priorities.  
**Ability** to collect specimens by venipuncture, capillary in a safe manner.  
**Willingness** to enhance professional growth through education programs, current literature, and seminars.  
**Communicate** effectively with patients, families, co-workers, clients and the public.  
**Ability** to work alone, performing multiple tasks at the same time.  
**Willingness** to adapt to schedule changes, assume additional duties when requested and offer assistance to others.  
**Exhibits** good hand-eye coordination and manual dexterity.

**OCCUPATIONAL EXPOSURE** for this position:

<b>X</b>	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

**OTHER EXPOSURE** for this position:

	<b>Radiation</b>	
<b>X</b>	<b>Noise</b>	
<b>X</b>	<b>Other (Specify)</b>	Exposure to infections and odorous specimens Subject to electrical and radiant hazards Subject to toxic, caustic, and odorous chemicals Occasional prolonged standing or sitting

**PHYSICAL DEMANDS:**  
(Essential functions strength rating for position - see Job Analysis)

<b>X</b>	<b>Sedentary</b>	Exert up to 10# occasionally or negligible force frequently
	<b>Light</b>	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
	<b>Medium</b>	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	<b>Heavy</b>	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	<b>Very Heavy</b>	Exert > 100# occasionally, > 50# frequently or > 20# constantly

**I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.**

Employee's Signature	Supervisor's Signature	Date

CENTRAL MONTANA MEDICAL CENTER  
**POSITION DESCRIPTION**

Position Title	<b>MEDICAL LAB TECHNOLOGIST</b>	Grade	
----------------	-------------------------------------	-------	--