

CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION

Position Title	Medical Laboratory Scientist	Grade	14
Department	LABORATORY	Exempt	
Immediate Supervisor	Laboratory Manager	Non-exempt	X
Supervisor next in line	Director of Compliance and Risk	Workweek	Per diem

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 "Testing Personnel" requirements under CLIA '88.
- ◆ Be a doctor of medicine or doctor of osteopathy licensed to practice medicine or osteopathy in the State in which the laboratory is located or have earned a doctoral, master's, or bachelor's degree in a chemical, physical, biological or clinical laboratory science, or medical technology from an accredited institution; or
 - ◆ Have earned an associate degree in a chemical, physical or biological science or medical laboratory technology from an accredited institution; or
 - ◆ Be a high school graduate or equivalent and have successfully completed an official military medical laboratory procedures course of at least 50 weeks duration and have held the military enlisted occupational specialty of Medical Laboratory Specialist (Laboratory Technician)
 - ◆ Certified by a recognized body such as ASCP, AMT, or NCA as a Medical Technologist, International Medical Technologist, or Medical Laboratory Scientist.
 - ◆ **Must** have Montana license as a Medical Laboratory Scientist

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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.
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	Performs Histotechnician skills including assistance with Fine Need Aspirations and grossing of pathological specimens when required.
16	Performs routine specimen collection by phlebotomy and skin puncture. Instructs patients in collection procedures as required.
17	Completes other duties as assigned.

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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:

X	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:

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

PHYSICAL DEMANDS:

(Essential functions strength rating for position - see Job Analysis)

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