



POSITION DESCRIPTION Medical Technologist

POSITION SUMMARY:

Responsible for specimen collection, processing, performing of tests and reporting test results.

POSITION DESCRIPTION – MEDICAL TECHNOLOGIST
STANDARD
Environment of Care: Demonstrates knowledge and practice of:
<ol style="list-style-type: none"> 1. Safety - Department specific and hospital wide safety risks 2. Security – Processes for minimizing security risks 3. Haz Mat/Waste - Procedures for spills/MSDS 4. Emergency Preparedness – Role in emergency codes 5. Fire Safety – Role/response in Code Red actual/drill 6. Med Equipment – Safe operation of equipment (see specific list) user error education 7. Utility Systems – Emergency procedures for utility failures
Infection Control: Demonstrates knowledge and practice of:
<ol style="list-style-type: none"> 8. Department specific policies and procedures 9. Hospital-wide policies and procedures 10. Location/use of personal protective equipment 11. CDC Hand Washing Guidelines
Performance Improvement: Demonstrates knowledge of:
<ol style="list-style-type: none"> 12. Hospital-wide approach to Performance Improvement 13. How department is involved in hospital-wide PI program
Patient Rights: Demonstrates knowledge and practice of:
<ol style="list-style-type: none"> 14. Patient Rights and Responsibilities 15. Confidentiality Policy – HIPAA 16. Ethical Issue Resolution 17. Organizational Ethics Policy 18. Restraint Policy & procedure, alternatives to restraints
Risk Management: Demonstrates knowledge and practice of:
<ol style="list-style-type: none"> 19. Occurrence Reporting 20. Identify and report a sentinel event 21. Sexual Abuse/Allegation Reporting 22. Root Cause Analysis/FEMA
Certifications
23. BLS card Exp date:
24. ASCP or CIC
Patient Safety
<ol style="list-style-type: none"> 25. Non-punitive medical/healthcare reporting 26. National patient safety goals <ul style="list-style-type: none"> ▪ Accuracy of patient identification using patient’s name and birth date 27. Proper quality control procedures performed on required lab equipment

STANDARD

- 28. Sentinel events alert
 - Medical errors related to dangerous abbreviations
 - Nosocomial infections
 - Preventing needle sticks and sharps injuries
 - Infant abduction

Department Core Competencies

- 29. Prioritize and perform procedures within the stated turn around time. Work is completed before leaving or coordinated with incoming staff
- 30. Supervises laboratory personnel in absence of section supervisor
- 31. Demonstrates competency in the performance of technical skills in the following areas:
 - General lab processing
 - Chemistry
 - Hematology
 - Urinalysis
 - Microbiology
 - Serology
 - Blood bank
 - Phlebotomy
- 32. Coordination of workflow
- 33. Lab safety
 - Equipment – safe operation of electrical equipment
 - Safety – gloves/shields/goggles
 - Use of eye wash station
 - Spill kits
- 34. Wears appropriate PPE – head covering, mask, gown, gloves, eye protection (Goggles or lead glasses)
- 35. Maintains supply inventory/par levels

Age Specific Competencies

Knowledge

- 36.. Demonstrate knowledge of growth and development
- 37. Criteria to identify victims of abuse and neglect

Skills

- 38. Interprets critical lab values and notifies if panic value
- 39. Use of LIS flags as related to age specific issues
- 40. Uses age appropriate communication skills

Service Standards

- 41. Is proactive. Anticipates and responds to patient/physician/family members/coworkers needs. Demonstrates an energetic and positive approach to work. Is sensitive to customer's physical, social and cultural needs.
- 42. Demonstrates accountability and commitment to coworkers. Is a dependable member of the team and addresses issues in a timely manner.
- 43. Demonstrates sense of ownership. Pays attention to details of job, ensures all mandatory obligations are met.
- 44. Gives all customers their full attention and treats them with dignity, respect and understanding.
- 45. Presents a clean, professional, well groomed image. Wears name badge, adheres to uniform policy.
- 46. Safeguards patient confidentiality in all forms of communication.
- 47. Works effectively with others toward achieving common goals including morale and teamwork.
- 48. Interacts compassionately and in a timely manner with all customers.

Equipment – Demonstrate Safe and Effective Use

- 49. Analyzers
- 50. Microscopes
- 51. Spectrophotometers
- 52. Centrifuge
- 53. Water bath
- 54. Incubators
- 55. Laminar flow bench
- 56. Rotators
- 57. Rockers
- 58. Shakers
- 59. Balances
- 60. Refrigeration units
- 61. Rheometers

STANDARD	
62.	Washers
63.	Water purification

POSITION (MINIMUM) REQUIREMENT CHECKLIST

Position Title: Medical Technologist

Department: Laboratory

EDUCATION

- Less than high school
- High school or GED
- Vocational/Technical
- BS degree in Medical Technology
- 4 year/Bachelor's Degree
- Post Graduate Degree
- License/Certification – current
ASCP or CIC
- Knowledge of state, federal,
JCAHO regulations
- Medical terminology

EXPERIENCE

- One year acute care hospital
experience
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SKILLS

- Organizational
- Verbal/Follow verbal instructions
- Interpersonal
- Customer Relations
- Mathematical
- Analytical
- Grammar/Spelling
- Read/Comprehend/Follow written
instructions
- Transcription
- BLS
- ACLS
- Computer
- Management/Planning Skills

PRE-PLACEMENT TESTING

- Minimum score of on Clerical
test
- Minimum typing of wpm
- Minimum score of 84 on PCT test
- Minimum score of 84 on WS test
- Minimum score of 84 on MT test
- Minimum score of 100 on Filing
test
- Minimum score of 84 on Nursing
medication test

AGE OF PATIENTS SERVED (For Nursing/Patient Care Positions)

- Neonate/Infant (birth - 1 yr)
- Child/Ped. (1 - 12 yrs)
- Adolescence (13 - 18 yrs)
- Adult (19 - 65 yrs)
- Geriatric (66 + yrs)

MENTAL AND EMOTIONAL REQUIREMENTS

- Manage stress appropriately
- Make decisions under pressure
- Manage anger/fear/hostility/
violence of others appropriately
- Handle multiple priorities
- Work alone
- Work in areas that are confined
and/or crowded
- Concentration to detail
- Memory for detail

HAZARDS

- Exposure to toxic/caustic/
chemicals/detergents
- Exposure to extreme conditions,
hot/cold
- Exposure to dust/fumes/gases
- Exposure to moving
mechanical parts
- Exposure to potential
electrical shock
- Exposure to x-ray/
electromagnetic energy
- Exposure to high pitched noises
- Exposure to communicable
diseases
- Exposure to blood and/or
body fluids
- Exposure to excessive sunlight,
or work outdoors
- Unprotected heights
- CRT (computer) monitor
- Operating heavy equipment

PHYSICAL REQUIREMENTS (See definitions on next page)

- Sedentary work
- Light work
- Medium work
- Heavy work
- Very heavy work

*The minimum requirements of this
position require the individual to:*

- Stand for 6 hour(s) per day
- Sit for 2 hour(s) per day
- Walk for 1 hour(s) per day
- Perform repetitive tasks/motions
- Distinguish colors
- Hear alarms/telephone/tape
recorder/normal speaking voice
- Have good manual dexterity
- Have good eye-hand-foot
coordination
- Have clarity of vision
- Have good writing ability

*Evaluate the requirements and
activity percentage in time for this
position based on the following:*

- 1 - Not at all (0%)**
- 2 - Occasionally (1 - 33%)**
- 3 - Frequently (34 - 66%)**
- 4 - Continuously (67 - 100%)**

- 1 Climbing
- 2 Bending
- 1 Crouching
- 1 Squatting
- 1 Crawling
- 1 Kneeling
- 1 Balancing
- 2 Pulling with force
- 2 Reaching above head
- 2 Reaching above shoulder
- 2 Twisting at waist
- 2 Push/pull (up to 25 lbs.)
- 2 Lift/carry (up to 25 lbs.)
- 2 Lift from floor level up
- 2 Lift from waist level up
- 2 Lift above shoulders/head

POSITION (MINIMUM) REQUIREMENT CHECKLIST

LIST PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

1. Gloves
2. Gown
3. Goggles
4. Lab coat

LIST OTHER MINIMUM REQUIREMENTS:

OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

- A - Routine exposure
- B - Occasional exposure
- C - No exposure

OCCUPATIONAL EXPOSURE TO TB

- 1 - Routine exposure
- 2 - Potential exposure
- 3 - No exposure

COMPRESSED GAS USAGE

- Yes
- No

DEFINITIONS:

SEDDENTARY WORK:	Prolonged periods of sitting and exert up to 10 lbs. force occasionally.
LIGHT WORK:	Exert up to 20 lbs. force occasionally, and/or up to 10 lbs. frequently.
MEDIUM WORK:	Exert up to 50 lbs. force occasionally, and/or up to 20 lbs. frequently, and/or up to 10 lbs. constantly.
HEAVY WORK:	Exert up to 100 lbs. force occasionally, and/or 50 lbs. frequently, and/or 20 lbs. constantly.
VERY HEAVY WORK:	Exert over 100 lbs. force occasionally, and/or over 50 lbs. frequently, and/or over 20 lbs. constantly.

I have reviewed these job requirements and verify that I am able to perform the minimum requirements and essential functions of this position.

Employee Signature

Date