



JOB DESCRIPTION

JOB TITLE: Laboratory Technician II
PAY GRADE: 10+
EXEMPTION STATUS: Exempt Non-Exempt
REVISED DATE: October 2008

SUMMARY: Under the direction of the laboratory director, manager, supervisor and/or coordinator II, the Laboratory Technician is responsible for performance of pre-analytical, analytical and post-analytical phases of chemical and/or physical tests in a high-complexity clinical laboratory performing tests in three or more specialties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Collect and prepare specimens for analysis; storing or transporting specimens using appropriate preservation methods.
2. Follow prescribed procedures, performing any of the tests within any of the laboratory specialties; make calculations as needed to report test results.
3. Operate equipment or instruments necessary to perform high volume, analytical testing in all specialties. Recognize instrument malfunction and make simple corrections using preset strategies and notify the laboratory supervisor and/or manager when these preset strategies are surpassed.
4. Prepare reagents or media according to prescribed procedures.
5. Perform and record all quality control procedures required for tests assayed; recognizing unacceptable quality control results and correcting problems according to preset strategies or notifying a technologist or supervisor.
6. Recognize abnormal or unusual test results and follow institutional procedures for reporting critical values; report test results conforming to established procedures. Perform and record routine instrument checks and maintenance procedures.
7. Perform inventory of supplies according to prescribed lists.
8. Observe all established laboratory safety procedures.
9. Participate in laboratory quality assurance/continuous quality improvement activities. Maintain records that demonstrate that proficiency testing samples are tested in the same manner as patient specimens.
10. Remain current in laboratory knowledge and skills.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: Successful completion of study in a Medical Laboratory Technician program and hold a current Medical Laboratory Technician license in the State of Tennessee. Laboratory experience preferred.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, clients, patients, the general public, physicians and/or administration.

MATHEMATICAL SKILLS: Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES: Knowledge of laboratory activities. Ability to exercise good judgment in evaluating situations and making decisions. Ability to express ideas clearly, concisely, and convincingly. Ability to establish and maintain an effective working relationship with faculty members, students, residents, staff, patients and other third parties. Ability to operate computer, keyboard and printer.

WORK ENVIRONMENT: The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals.
The noise level in the work environment is usually quiet.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand or sit for long periods of time, walk and use hands and fingers to handle or feel objects, tools, or other controls and talk or hear. The employee is frequently required to reach with hands and arms; climb or balance, bend, stoop, kneel, crouch, and/or crawl.

The employee occasionally must lift, carry and/or move more than 25 pounds.
Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

DISCLAIMER: The above statements and performance expectations are intended to

describe the general nature and level of work by individuals assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, skills, and abilities required by personnel so classified.

I have received information regarding ETSU Physicians & Associates Policies and Procedures and understand how to access them on-line.

I understand and agree that in the performance of my duties as an employee of ETSU Physicians & Associates, I must hold information of a confidential nature in the strictest of confidence. I must not use or disclose any Protected Health Information other than as permitted by HIPAA requirements. I understand that any violation of the HIPAA policies may result in disciplinary action, which may include termination.

Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or ETSU Physicians & Associates may terminate employment at any time, for any reason.

By signing below, I acknowledge that I have reviewed this job description and will comply to the best of my ability.

Employee Signature

Date

Supervisor's Signature

Date

Human Resources Director

Date