



JOB DESCRIPTION

JOB TITLE: Laboratory Technologist

PAY GRADE: 11+

EXEMPTION STATUS: **Exempt** **Non-Exempt**

REVISED DATE: _____

SUMMARY: Performs the day-to-day chemical and physical tests and quality control processes by performing the following duties.

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. Calculating the results of the tests performed if necessary.
3. Operating, calibrating, conducting performance checks, and maintaining any clinical laboratory instrument or equipment.
4. Recognize and correct basic instrument malfunctions. Notifying supervisor when appropriate.
5. Preparing reagents or media from a prescribed procedure, making any adjustments needed.
6. Evaluating media, reagents, and calibrators according to established criteria.
7. Conduct established quality control procedures on analytical tests, equipment, reagents, media, and products; evaluating results of quality control and implement corrective action when indicated.
8. Determine performance specifications for new methods.
9. Establish basic quality control procedures.
10. Perform comparison studies of precision, accuracy, linearity, cost, suitability, etc. on new and existing procedures and reporting results in an established format.
11. Correlate and interpret data based on knowledge of physiological conditions affecting test results. Assessing plausibility of laboratory results through correlation of data.
12. Indicate the need for additional laboratory tests for definitive diagnostic information in prescribed instances.
13. Confirm and verify results through knowledge of techniques, principles, and instruments.
14. Recognize problems, identify the cause, develop alternative and determine solutions where no preset criteria are available.
15. Establish and monitor quality assurance/continuous quality improvement programs.

16. Establish and monitor safety programs in compliance with laboratory regulations.
17. Maintain records that demonstrate the proficiency testing samples are tested in the same manner as patient specimens.
18. Utilize laboratory information systems or other methods to accurately and effectively report patient results.
19. Writing laboratory procedures conforming to standardized format.
20. Perform clinical orientation and supervision for students and new or less skilled laboratory personnel.
21. Orders, or directs ordering of drugs, solutions, and equipment, and maintains records of ordering.
22. Remains 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 technologist program and hold a current Medical Laboratory Technologist license in the State of Tennessee. Must have at least two years of full time (30 hours per week) laboratory experience, or its equivalent subsequent to qualifying as a technologist.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, patients, the general public, one-on-one, 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 activities of a laboratory. 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, walk, sit, and use hands and fingers to handle or feel objects, tools, or controls and talk or hear. The employee is frequently required to reach with hands and arms; climb and 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