



## **Job Description**

**Job Title:** Medical Laboratory Technician  
**Department:** Laboratory  
**Reports To:** Laboratory Manager  
**FLSA Status:** Nonexempt  
**Prepared By:** Human Resources  
**Prepared Date:** 1/8/2016  
**Approved By:** Laboratory Manager  
**Approved Date:** 06/22/2021  
**Revised Date:** 08/09/2023

### **SUMMARY**

Under the direction of the Lab Manager, the Medical Laboratory Technician is responsible for the prompt processing of inpatients and outpatients for specimen collection. Performs routine tests in medical laboratory to provide data for use in diagnosis and treatment of disease. Recognizes various age-related needs and provides age-appropriate care as indicated. Assume the responsibility for safety and comfort of patients following established standards and practices – all in accordance with Bigfork Valley's mission and goals.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs a variety of routine blood drawing procedures, to include venipuncture, using standard equipment such as vacutainer tubes and sleeves, tourniquets, syringes, and butterfly needles.

Observing principles of asepsis to obtain blood

Conducts quantitative and qualitative chemical analyses of body fluids such as blood, urine, and spinal fluid, under supervision of the Pathologist, Laboratory Manager or Medical Laboratory Scientist/Technologist.

Conducts blood tests for transfusion purposes.

Performs various quality control procedures, and competency evaluations to maintain compliance with internal and external regulations

Perform proficiency testing on all in house laboratory testing.

Responds to emergency call-ins evenings, weekends, and holidays according to posted schedule.

Maintains a positive attitude toward clients and coworkers.

All other duties as assigned.

## **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Responds promptly to customer needs; responds to requests for service and assistance.

Interpersonal Skills - Maintains confidentiality; listens to others without interrupting; keeps emotions under control.

Oral Communication - Speaks clearly; listens and gets clarification; responds well to questions.

Written Communication - Presents numerical data effectively; able to read and interpret written information.

Teamwork - Contributes to building a positive team spirit.

Professionalism - Approaches others in a tactful manner; treats others with respect and consideration regardless of their status or position.

Quality - Demonstrates accuracy and thoroughness.

Quantity - Meets productivity standards; completes work in a timely manner; strives to increase productivity; works quickly.

Attendance/Punctuality - Is consistently at work and on time.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions.

Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Initiative - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; looks for and takes advantage of opportunities; asks for and offers help when needed.

Analytical – Collects and researches data; uses intuition and experience to complement data; designs workflows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; uses reason even when dealing with emotional topics; works well in group problem solving situations.

Technical Skills - Pursues training and development opportunities; strives to continuously build knowledge and skills.

Organizational Support - Follows policies and procedures; completes tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities.

Motivation - Demonstrates persistence and overcomes obstacles, measures self against standard of excellence.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

Safety and Security- Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Adaptability - Manages competing demands; changes approach or method to best fit the situation; able to deal with frequent changes, delays, or unexpected events.

## **SUPERVISORY RESPONSIBILITIES**

None.

## **QUALIFICATIONS**

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**

Associate degree (A. A.) or equivalent from two-year college or technical school accredited in medical laboratory technician

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **COMPUTER SKILLS**

To perform this job successfully, an individual should have knowledge and experience using personal computers, internet software.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

ASCP certified or eligible for certification.

### **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; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to walk and talk or hear. The employee is occasionally required to sit and stoop. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here 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 regularly exposed to toxic or caustic chemicals and/or blood borne pathogens. The employee is frequently exposed to moving mechanical parts and risk of electrical shock. The employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

I have read this job description and agree to work as assigned.

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Employee Signature

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Date