



## **CERTIFIED LAB TECH / MEDICAL LAB TECH**

**POSITION PURPOSE:** This position exists to assist with all laboratory procedures including tests, record keeping and tracking results.

**REPORTS TO:** Nursing Supervisor

**QUALIFICATIONS:** Graduate of an accredited CLT or MLT program, certified by ASCP or equivalent or eligible for certification. Previous experience in a medical setting preferred. Must have the ability to work independently without close supervision. Must have good customer service skills and ability to work with persons of diverse cultures and socio economic status. Must have the ability to work with direct supervisor and accomplish recommended improvements in a timely fashion.

**SALARY CLASSIFICATION:** Non-exempt

### **PRINCIPAL RESPONSIBILITIES:**

1. Perform laboratory tests such as urinalysis, cholesterol panel, HgbA1C, HIV, wet preps, blood count, pregnancy tests, rapid strep, throat cultures, venipuncture and other procedures as directed and within all state and CLIA regulations.
2. Perform and/or ensure the performance of daily controls, UA, cell-dyn, cholestech, hemocue machines and other instruments per protocol.
3. Preparation of all specimens sent to reference laboratory, assume responsibility of working with reference laboratory to ensure appropriate testing of specimens.
4. Responsible for maintenance and appropriate documentation of all laboratory equipment.
5. Document incubation, refrigeration and freezer temperatures daily.

6. Maintain Laboratory log book. Record patients' lab tests and results. Note abnormal test results and ensure that there is provider follow-up.
7. Maintain and review departmental technical policies and procedures. Work with direct supervisor to implement changes in a logical, organized fashion to improve laboratory operation. Ensure appropriate documentation of competency and performance improvement activities. Document errors using appropriate quality improvement forms in order to improve patient testing and patient outcomes.
8. Assist in preparing and maintaining laboratory files for proficiency testing. Compile laboratory files needed for CLIA audits.
9. Work with direct supervisor to maintain a quality control program appropriate for the testing performed.
10. Assist providers with exams and treatment as requested.
11. Prepare patients for examination, record vital signs, race, age, current complaint, medications, allergies and immunizations as needed.
12. Administer certain medications, injections, and immunizations under supervision of the physician or nurse
13. Other duties as assigned.

**This description is intended to provide basic guidelines. Responsibilities, knowledge, skills, abilities and working conditions may change as the need evolves.**

I have received a copy of this job description.

Employee Signature

Date

Employee Name