**JRMC JOB DESCRIPTION**

**Medical Technologist/Medical Lab Technician or MLS/CLS**

**JOB TITLE:** Medical Technologist/Medical Lab Technician or MLS/CLS  
**DEPARTMENT:** Laboratory  
**PAYGRADE:** PT 87  
**SUPERVISOR:** Laboratory Manager  
**USUAL HOURS OF WORK:** See below *  
**APPROVED BY:** Administration  
**USUAL DAYS OFF:** Variable  
**DATE:** 01/21/2015

*Hours of work: Day/evening, every 3rd wknd, 2 to 3 holidays a year, back up call for night shift 1 to 2 times a week. May have to work night shift as fill in when night shift is on vacation.  
Night Shift: Work 7 days on and 7 days off, every other weekend and 3 holidays a year. You get time differential pay for this shift and days of work are Wednesday through the following Tuesday.

**STATEMENT OF PURPOSE**

Performs clinical laboratory testing in the following areas: microbiology, blood banking, serology, chemistry, hematology, coagulation, and urinalysis. Obtains or receives specimens, performs clinical laboratory procedures, preventive maintenance, and quality control. Interprets results as to accuracy, acceptability, and critical limits. Works independently, organizing work to meet established deadlines, records all data obtained, and maintains job competence. Seeks guidance as needed. The position also involves effective communication, computer and interpersonal skills.

**JOB FUNCTIONS**

- Collects and processes specimens according to laboratory policy.
- Has computer skills to use Lab information system for processing results, running analyzers and reporting out results in microbiology.
- Performs clinical laboratory test procedures. Evaluates results and reports results to proper unit.
- Performs quality control as specified. Analyzes quality control data. Makes decisions regarding accepting/rejecting of patient results based on quality control data.
- Responsible for continually seeking ways to assess and improve quality.
- Operates technical instruments. Responsible for calibration, maintenance, and troubleshooting equipment malfunctions.
- Provides appropriate laboratory services and care to the following age groups: infants, pediatrics, adolescents, adults, and geriatrics. This care will be delivered in accordance with established standards of performance.
- Responsible for maintaining current knowledge of job.
- Responsible for maintaining interpersonal skills, initiative, and attitude.
- Adheres to hospital and department policies.
- Adhere to hospital/department exposure control policies and safety policies.
- Performs other related duties as assigned or requested.
- Job duties are limited to certain areas of the laboratory.
- Works within the Standards of behavior written by JRMC employees.
JRMC JOB DESCRIPTION
Medical Technologist/Medical Lab Technician or MLS/CLS
Lab

QUALIFICATIONS/REQUIREMENTS FOR THIS POSITION: (MEDICAL TECHNOLOGIST/MEDICAL LAB TECH OR MLS/CLS)

1. PREPARATION AND TRAINING
   Medical Technologist - Bachelor's Degree from an accredited college or university. Must be currently registered or eligible for registration as a MT/MLS (ASCP), or equivalent. Medical Lab Technician/CLS - Associates Degree from an accredited 2 year college. Must currently hold or be eligible for ND Licensure.

2. WORK EXPERIENCE
   Six to twelve months in a hospital training program.

3. ANALYTICAL ABILITY
   Performs laboratory procedures, including instrument operation. Recognizes factors affecting measurement of test results. Recognizes results that are abnormal or deviate from those expected. Analyses quality control data, makes judgements concerning the results, and takes appropriate actions to maintain accuracy and precision of test results. Prioritizes workload.

4. INDEPENDENT JUDGEMENT
   Performs a variety of tasks with some minimal supervision. Seeks guidance from medical technologists/Lab Manager as needed.

5. CONTACTS WITH OTHERS
   Must possess excellent oral and written communication skills. Communicates regularly with patients, nursing personnel, physicians, and co-workers, frequently in critical situations.

6. RESPONSIBILITY FOR WELFARE OF OTHERS
   Frequently performs tasks that are critical to the care of patients. Minimizes exposure of others to bloodborne pathogens, bacteriologic agents, and hazardous chemicals.

7. MENTAL/VISUAL EFFORT
   Must be able to speak and write the English language in an understandable manner. Must be able to read and comprehend laboratory procedure manuals. Must be able to see and hear or use prosthetics that will enable these senses to function adequately to assure that the major requirements of this position can be fully met. Must be in good general health and demonstrate emotion stability. Visual acuity and color perception required for performing routine procedures. Must be able to adapt to frequent changes in job duties covering a broad range of laboratory situations.
8. WORKING CONDITIONS

OSHA Job Classification - this position is defined as a Category I: Employee does have exposure to bloodborne pathogens. Maintains knowledge of and observes Standard Precautions. Participates in and complies with JRMC Safety Management Program. Practices aseptic techniques whenever appropriate. Exposed to unpleasant elements. Contact with patients under a wide variety of circumstances. Handles emergency or crisis situations. May be required to work in cramped spaces. Is subject to frequent interruptions. Works beyond normal working hours as necessary. Work rotation includes weekends and holidays. May be requested/required to work on shifts other than the one for which hired.

9. OTHER

Position requires the individual to provide a vehicle for transportation. Must hold a valid North Dakota Drivers License.

10. BACKGROUND CHECK

Background verification will be completed on applicant.

11. PROMOTION

No formal line of promotion.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required to personnel so classified.
12. **PHYSICAL REQUIREMENT**

These are physical requirements of the position as it is typically performed. Inability to meet one or more of these physical requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, JRMC may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

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<thead>
<tr>
<th>EMPLOYEE REQUIREMENTS</th>
<th>Never</th>
<th>1-33% Occasionally</th>
<th>34-66% Frequently</th>
<th>67-100% Continuously</th>
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<tbody>
<tr>
<td>Standing</td>
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<tr>
<td>Walking</td>
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<tr>
<td>Sitting</td>
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<tr>
<td>Hands and Finger Dexterity</td>
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<tr>
<td>Reaching with Hands and Arms</td>
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<tr>
<td>Climbing</td>
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<tr>
<td>Stooping/Kneeling/Crouching/Crawling</td>
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<td>Hearing/Listening</td>
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<td>Tasting or Smelling</td>
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<td>Working Inside</td>
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<td>Working Outside</td>
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<tr>
<td>Working in Extreme Heat</td>
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<td>Working in Extreme Cold</td>
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<tr>
<td>Working with Hazardous Materials</td>
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<td>Noise</td>
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<tr>
<td>Working in Dirt/Dust</td>
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<td>Lifting/Carrying/Pushing/Pulling:</td>
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<td>Up to 10 pounds</td>
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<td>Up to 100 pounds</td>
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