



Laboratory Technician

Job Description:

- Organizes work by matching computer orders with specimen labeling; sorting specimens; checking labeling; logging specimens; arranging reports for delivery; keeping work surfaces clean and orderly.
- Maintains quality results by running standards and controls, verifying equipment function through routine equipment maintenance and advanced trouble shooting; calibrating equipment utilizing approved testing procedures; monitoring quality control measures and protocols.
- Serves as technical resource by participating in staff training; answering questions of other professionals; participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Identifies and communicates abnormal patient conditions by alerting supervisory personnel, the pathologist, the patient physician, or nurse; reporting mandated information to the public health department or other designated officials.
- (chemistry) provides test results for patient diagnosis and treatment by operating chemistry equipment; performing hand chemistries.
- (hematology) provides test results for patient diagnosis and treatment by operating hematology, urinalysis, and coagulation equipment; performing manual methods of differentials.
- (microbiology) provides physician with information for treatment of patient infection by performing technical procedures for the identification or susceptibility of bacteria, parasites, fungi, and mycobacteria.

- Contributes to a safe and secure environment for patients, visitors, physicians and co-workers by following established standards and procedures; complying with legal regulations.
- Maintains patient confidence by keeping laboratory information confidential.
- Serves and protects the clinic by adhering to professional standards, hospital policies and procedures, federal, state, and local requirements, and JACHO standards.

Additional Duties:

1. Perform routine lab studies (UA, CBC, Renal Study)
2. Have skills in phlebotomy (be able to draw blood)
3. Be able to perform routine testing such as influenza and strep testing.
4. Be able to cross-cover for medical assistant in checking in patients, collecting vital signs, gathering patient history, performing basic x-ray imaging studies.
5. Be able to cross cover for clinical receptionist, checking in patients, collecting insurance information, processing payments
6. Keep orderly track of all lab specimens that need to be sent out or picked up.
7. Help medical assistant keep proper records of inventory.
8. Assist medical assistant in cleaning rooms at the end of each day.
9. Keep office supplies in the back stocked and make sure patient restroom in the rear are tidy, well stocked, and presentable.

Medical Laboratory Technician Skills and Qualifications:

Documentation Skills, Analyzing Information, Chemistry Techniques, Informing Others, FDA Health Regulations, Creating a Safe, Effective Environment,

Infection Control, Training Management, Lab Environment, Clinical Lab Testing,
Thoroughness