



**NORTHERN ROCKIES MEDICAL CENTER
802 2nd Street SE
Cut Bank, MT 59427**

Department: Laboratory	Reports to: Laboratory Supervisor
Position: Laboratory Tech	
	Department Head:
Effective Date: September 2005	HR:
Revised Date(s): June 2008	Hours: Flexible
	OSHA Exposure Category-I

Purpose: To have a written summary of all the responsibilities required of the Laboratory Technologist.

Policy: The Laboratory Technologist must be able to fulfill the responsibilities outlined below.

- Performs laboratory procedures using a variety of automated and non-automated technologies.
- Evaluates the accuracy and validity of patient test results and reports the information correctly.
- Performs, monitors, and evaluates quality control for all tests.
- Maintains laboratory equipment through preventative maintenance and troubleshooting according to the established protocols.
- Completes documentation as required.
- Organizes, performs and results tests to meet expected turnaround times.
- Adheres to all established lab procedures for specimen handling and processing, test analysis, as well as reporting and maintaining records of patient test results.
- Maintains complete record that demonstrates proficiency-testing samples are tested in the same manner as patient specimens.
- Adheres to all lab quality control policies, documenting all quality control activities, instrument and procedural calibrations and maintenance performed.
- Ensures that appropriate lab policies and procedures are followed in the event test systems are not within established acceptable levels of performance.
- Displays capacity to identify problems that may adversely affect test performance and/or reporting of test results. Reporting the problem and any suggested corrections to the lab and/or ancillary supervisor immediately.
- Documents all corrective actions taken when test systems deviate from the laboratory's established performance specifications.
- Will remain in compliance with all Federal and State regulations as they pertain to this position.
- **Every effort has been made to make this position description as complete as possible. However, it in no way states or implies that these are the only duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

WORK

ENVIRONMENT: Acute care hospital, laboratory-related conditions to include noise from equipment, ringing telephones, interruptions to work from staff and customers. Daily functions may include exposure to infectious body fluids, hazardous chemicals, fumes, needles/syringes, moving mechanical parts.

DRESS CODE: Complies with hospital and department dress code. Wears name badge with job title and credentials clearly visible.

Qualifications:

1. Bachelors' degree in clinical Laboratory Science or related science.
2. Montana State license as a Clinical Laboratory Scientist.
3. National certification in clinical laboratory Science, ASCP preferred.
4. Certified in Basic Life Support with-in 6 months of hire.
5. Must be familiar with Medical Terminology
6. Requires repetitive, bending, pulling, pushing, kneeling, walking and lifting up to 50 lbs.
7. Must be able to read and write English fluently.
8. Must be able to clearly and accurately communicate with nursing, physicians, administration and public
9. Visual acuity within normal limits. Must be able to read charts, orders, notes, and office reports.

I HAVE READ THE ABOVE JOB DESCRIPTION AND ACCEPT THE RESPONSIBILITIES AS OUTLINED. I KNOW OF NO REASON THAT WILL KEEP ME FROM PERFORMING THE DUTIES AS DESCRIBED WITHOUT REASONABLE ACCOMMODATIONS BEING MADE BY NRMC. I AGREE TO INFORM MY SUPERVISOR IMMEDIATELY IF I AM UNABLE TO PERFORM AS EXPECTED.

SIGNED: _____ DATE: _____