**Reports To:** Laboratory Supervisor

**Job Summary:** TheLaboratory Technician’s primary job function is tobe responsible for collection of blood samples, performing all of the tests in the laboratory, identify direct causes (technical or instrumental) of problems, and make simple corrections by using preset strategies and use and monitor quality control procedures within predetermined parameters.

**Primary Job Duties:**

1. Collects and prepares human samples for analysis. Stores and transports samples using appropriate preservation methods. Uses appropriate labeling. .Works collaboratively with staff to collect the appropriate specimen.
2. Adheres to correct testing procedures. Performs tests in chemistry, hematology, coagulation, microbiology, and urinalysis. Able to recognize sources of error and limitations of method.
3. Uses testing equipment and instrumentation. Troubleshoots problems, takes corrective actions, and seeks assistance from manufacturer or supervisor as necessary.
4. Uses the Laboratory Information System and the Electronic Medical Record computer systems.
5. Prepares, labels, and stores reagents. Checks out new lots of reagents and media and adheres to expiration dates.
6. Runs Quality Control specimens at required frequencies. Reports patient results only when Quality Control criteria are met. Takes corrective actions when controls are unacceptable. Documents and retains all Quality Control data.
7. Assures that patient results are accurate. Notifies the provider if results meet critical values according to procedure. All records are maintained for required time periods and are stored in a readily retrievable format. Tests sent to reference labs are monitored to assure that reports are received in a timely manner.
8. Proficiency testing samples are handled like patient samples. Results are submitted to the Proficiency Testing agency by deadlines. Reports of performance are reviewed and corrective actions taken when there are failures.
9. Knowledgeable of the regulations governing laboratory testing and adheres to those regulations.
10. Knowledgeable of safety policies and adheres to those policies. Maintains the work area in a clean and orderly condition.
11. Receives all telephone calls and visitors in a friendly manner. Assistance is performed in a professional, caring, and helpful manner to ensure patients and other contacts receive care and assistance in a timely and efficient manner.

**General Duties and Responsibilities:**

* 1. Performs other duties and tasks as assigned by supervisor.
  2. Expected to be prepared to start shift at scheduled time, meet attendance standards, and work the hours necessary to perform the essential functions of the job.
  3. Conforms to safety policies, general housekeeping practices.
  4. Demonstrates sound work ethics, flexible, and shows dedication to the position and the community.
  5. Demonstrates a positive attitude, is respectful, and possesses cultural awareness and sensitivity toward clients and co-workers.
  6. Keeps customer service and the mission of the organization in mind when interacting with all clients, co-workers, and others.
  7. Employees are expected to embrace, support and promote the core values of respect, integrity, trust, compassion and quality which align with the [CHC] mission statement through their actions and interactions with all patients, staff, and others.
  8. Conforms to [CHC] policies and Joint Commission and HIPAA regulations.

**Job Specifications:**

1. **Education:** Graduate from an accredited school of clinical laboratory sciences (MLT, CLT, MT).
2. **Certification/Licensure:** Certification as a Laboratory Technician.
3. **Experience**: Approximately 2000 hours in an accredited clinical (hospital-based) program.
4. **Essential Technical/Motor Skills:** Ability to handle delicate equipment, and understanding of instrument technology sufficient to monitor mechanical and technical operation and locate and correct malfunctions. Knowledge of computer applications and equipment related to work. Effectively work in a multi-task environment, prioritizing tasks properly, and completing tasks in a timely manner. Basic computer experience; adequate typing. Ability to communicate effectively. Preferred bilingual English/Spanish, but not required.
5. **Interpersonal Skills:** Ability to work easily and in a friendly manner with the general public and occasionally handle the hostile or disgruntled patient. Ability to work in a team environment. Strong interpersonal and communication skills and the ability to work effectively with other staff and management and with a wide range of patients. Demonstrated skill in developing and maintaining productive work teams.
6. **Essential Physical Requirements:** Moderate physical activity. Requires standing and/or walking for more than four (4) hours per day. Occasionally, light lifting is necessary. Must be able to work under physical and emotionally stressed conditions. Other requirements include: light physical effort; repetitive motions of wrists, hands, and/or fingers, reaching, kneeling, bending, stooping, pushing, and pulling; frequent sitting; lifting and/or moving items weighing up to 20 pounds, with proper lifting techniques.
7. **Essential Mental Abilities:** Professional knowledge of concepts, principles, practices, methodology including routine, complex and infrequently requested analysis. Knowledge of quality control principles sufficient to maintain and advise on action relative to quality control concepts and correlation of laboratory results. Knowledge of clinical policies and procedures. Ability to exercise independent judgment. Self directing and organized. Ability to reason objectively. Must be able to pay attention to detail, manipulate/ interpret numbers, perform calculations and explain processes to patients.
8. **Essential Sensory Requirements:** Full spectrum vision to identify and distinguish color, sharp focus to adjust vision when doing close work that changes in distance from eyes. Near vision to see objects clearly within 20 inches. Finger dexterity required to manipulate objects with fingers rather than with whole hand(s) or arm(s), for example, using a keyboard. Ability to read computer keyboard, monitor, and documents; read extensively; hear, recognize, and assess verbal presentations of patients; receive and convey accurate detailed information orally, by telephone and in person.
9. **Exposure to Hazards:** Moderate risk or discomfort from working with infectious material, chemicals and electrical equipment. Exposure to communicable diseases.
10. **Blood/Fluid Exposure Category 1:** Tasks routinely involve a potential for mucous membrane or skin contact exposure to blood, fluids or tissue. Use of personal protective equipment (PPE), when appropriate, is required.