Job Description

Job title	Medical Laboratory Technician
Reports to	Director of Laboratory

Position summary

The Medical Laboratory Technician performs routine clinical laboratory testing that supports timely diagnosis and treatment. Working from established procedures and under the direction of a Medical Laboratory Scientist, laboratory supervisor, or pathologist, the MLT produces accurate results in a professional, confidential, and patient-centered manner.

Essential duties and responsibilities

- Adhere to Faith's procedures and protocols to ensure testing is accurate and run in an appropriate manner with strict adherence to our Quality Assurance standards
- Adhere to Faith's Health and Safety guidelines for the protection of each individual working in the laboratory. Training sessions are provided on a recurring basis, initial training is conducted every 6 months for the first period. Following this, training frequency transitions to once a year thereafter.
- Strong skills in good laboratory practices
- Work as a team member, demonstrating good judgment, adapting to a changing environment, and asking for assistance and guidance as needed. Be self-motivated and aware of the needs of colleagues. Cultivate trust in all relationships.
- Performs all analyses to produce reliable and precise data using automated and semi-automated analyzers and manual techniques
- Responsible for the performance, quality assessment and reporting of assigned analytical test procedures. Calibrates, maintains and operates instruments in assigned areas. Documents procedures are performed and follows the laboratory's established policies and procedures whenever testing systems are not within the laboratory's defined acceptable levels of performance.
- Performs scheduled preventive maintenance and corrective action as necessary on assigned laboratory instrumentation
- Prepares calibrators and performs assay calibrations according to established protocols
- Prepares quality control material and performs quality control assessments according to protocols,
- Prepares reagents according to laboratory procedures and protocols
- Knowledge of quality control and assurance processes. Assays quality control for each test and documents results
- Performs or assists with troubleshooting and process improvements
- Maintains sufficient levels of reagent and consumable supplies in assigned area
- Adheres to the laboratory's health and safety guidelines
- Maintains a clean and safe working environment
- Ability to work and meet deadlines in a fast paced, changing environment
- Completes all work during shift without sacrificing quality of care
- Actively contributes to the team effort by volunteering to assist co-workers
- Provides training to other laboratory personnel as needed
- Communicate with coworkers, vendors and clients with tact and sensitivity
- Maintains confidentiality of laboratory information
- Writes legibly and with complete and accurate documentation
- Writes and/or reviews laboratory documents such as procedures and departmental forms
- Works on special projects as needed

Professional Requirement

- Adhere to dress code, appearance is neat and clean.
- Complete annual education requirements.
- Always maintain patient confidentiality.
- Report to work on time and as scheduled.
- Wear identification while on duty.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Always represent the organization in a positive and professional manner.
- Comply with all organizational policies and standards regarding ethical business practices.
- Communicate the mission, ethics and goals of the organization.
- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services.

Qualifications

- Associate degree in medical laboratory technology from a NAACLS-accredited program, or an equivalent combination of education and clinical laboratory training that meets CLIA requirements for moderate-complexity testing.
- Certification as MLT(ASCP), MLT(AMT), or an equivalent national certification. New graduates may be hired with the understanding that certification is obtained within a period set by the hospital.
- Current BLS certification or obtained within the hospital's required timeframe.
- Ability to distinguish colors, read instrument displays and procedures, and stand or move for extended periods while handling specimens and reagents safely.

Job Related Skills

- Excellent written, verbal and listening communication abilities.
- Willingness to establish effective working relationships with internal and external customers.
- Ability to manage conflict, stress and multiple simultaneous work demands in an effective, professional manner.
- Ability to work independently while collaborating with other team members.
- Ability and willingness to self-motivate, prioritize, and be willing to change processes to improve effectiveness and efficiencies. Adapts to changing patient or organizational priorities.
- Ability to make independent decisions in accordance with established policies and procedures. Decisions and problem solving require a combination of analysis, evaluation, and interpretive thinking.
- Computer literacy, including but not limited to, data entry, retrieval, and report generation.
- Must not have any restrictions for physical work for which reasonable accommodation cannot be made.

Physical Requirements

- Full range of body motion including handling and lifting patients.
- Manual and finger dexterity.
- Hand and eye coordination.
- Sitting for extended periods of time.
- Standing, walking and reaching.
- Lifting and carrying items weighing 25 up to 50 pounds.

- Corrected vision and hearing to within normal range.
- Repetitive motions, including reaching above the head, and typing.

Disclaimer

This job description is not an employment contract and does not alter at-will employment. Faith Community Health System reserves the right to revise duties, qualifications, and schedules as operational needs change. Essential functions will be applied consistent with the Americans with Disabilities Act and applicable Texas and federal law. Reasonable accommodation will be considered for qualified individuals with disabilities.

Faith Community Health System is an equal opportunity employer. Employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by law.