



Job Description

Job Title: Medical Technologist (MT) / Medical Laboratory Technician (MLT)

Supervisor: Director of Laboratory

FLSA Status: Non-Exempt / Full-Time

Qualifications: Qualified candidates will have graduated from an accredited school and approved Medical Laboratory Science program and hold Bachelor of Science with one year of laboratory training or MLS degree/MT degree.

Positional Summary: Performs routine tests in medical laboratory to provide data for use in diagnosis and treatment of disease by performing the following duties.

Special Skills: In addition to performing Job Description/Essential functions listed below, the candidate will perform periodic special tasks on analyzers, can assist in writing standard operating procedures, and can assist in training new skills as directed. Preferred – ability to generate Quality Improvement Data into Excel reports. May rarely assist with special collections such as Fine needle aspirates or bone marrow samples. May assist with supply ordering.

Job Title: Medical Laboratory Technician (MLT)

Qualifications: Qualified candidate will meet the requirements of graduation from an accredited school and approved Medical Laboratory Technician program and hold an Associate of Science Degree (MLT) as required for moderate and high complexity testing.

Job Descriptions/Essential Functions

- Interprets physician's orders and secures a requisition before performing test.
- Draws acceptable blood from patient's finger, or arm/hand vein, observing principles of asepsis to obtain blood samples. May rarely collect arterial samples after passing competencies for arterial puncture.
- Conducts quantitative and qualitative chemical analyses of body fluids such as blood and urine, under the supervision of a medical technologist.
- Performs automated blood counts.
- Conducts blood tests for transfusion purposes.



- Completes appropriate routing, handling, and processing of various medical specimens to include: in house tests, send out tests, and pathology tissue specimens.
- Performs tests in an accurate and timely manner.
- Informs physicians of critical lab results and documents appropriately.
- Documents all requests and results of lab work accurately.
- Recognizes abnormalities and notifies supervisor or physician immediately.
- Performs daily quality control and cleaning procedures per guidelines.
- Stocks supplies as needed.
- Demonstrates effective communication skills (verbal, written, and computerized) with the health care team through documenting, reporting & interacting
- Demonstrates professionalism by articulating and demonstrating professional demeanor, accepting responsibility/accountability for actions, adhering to departmental/ hospital policies and procedures, and applying and maintaining ethical laboratory practices.
- Maintains a clean, well-stocked patient care area, observing asepsis techniques and all other federal mandates, i.e., OSHA, CLIA, etc.
- Maintains confidentiality regarding patient and business functions of the facility
- Follow time, attendance policies, and procedures
- Uses universal precautions when tasks being performed present the possibility of exposure to blood or body fluids; this includes using appropriate personal protective equipment and work policies.
- Participates in fostering an HCCH laboratory culture of continuous quality improvement that includes both intra-departmental and inter-departmental activities.
- Has knowledge of the clinical interventions and equipment necessary to meet the specific needs of the patient population served.
- Ability to make decisions and initiate action under stressful or critical situations
- Ability to effectively interact with physicians, mid-levels, other healthcare providers, staff and patients.



- Working knowledge of computerized medical record and other computerized applications and systems. Has one year of experience in a Laboratory Information System.
- Ability to work in fast-paced environment, proficient with multi-tasking
- Customer service-oriented attitude and behavior with a pleasant, poised demeanor.
- Embraces and participates in teamwork-oriented environment
- Follows all Harrison County Community Hospital District and departmental policies and procedures
- All other duties as assigned