



Job Description

Job Title: Medical Technologist (MT or MLT)

Supervisor: Director of Laboratory

FLSA Status: Non-Exempt / Full-Time

Qualifications: Qualified candidates will have graduated from an accredited school and approved laboratory science program and hold MLT or 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.

Job Descriptions/Essential Functions

- Interprets physician's orders and secures a requisition before performing the test.
- Obtains the correct amount and type of specimen.
- Draws blood from the patient's finger, ear lobe, or vein, observing principles of asepsis to obtain blood samples.
- Conducts quantitative and qualitative chemical analyses of body fluids such as blood, urine, and spinal fluid, under the supervision of a medical technologist.
- Performs blood counts.
- Conducts blood tests for transfusion purposes.
- Completes appropriate routing, handling, and processing of various medical specimens.
- Performs tests in an accurate and timely manner.
- Informs physicians of lab results.
- Documents all requests and results of lab work accurately.
- Recognizes abnormalities and notifies physician immediately.
- Performs daily quality control and cleaning procedures per guidelines.
- Orders and 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 behavior, accepting responsibility/accountability for actions, adhering to departmental/ hospital policies and procedures, and applying and maintaining nursing practice
- 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 and fosters an approach to continuously improving quality 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
- Ability to work in a 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