

KIOWA COUNTY MEMORIAL HOSPITAL

JOB DESCRIPTION

Position ID #

POSITION Medical Technologist/ Supervisor – Full time 32 – 40 hours/week

SUMMARY Qualified to perform all in-house testing. Performs maintenance and troubleshoots instruments. Performs calibrations, linearity studies and investigates QC trends, shifts and other problems. Works weekdays, weekends, holidays and takes call.

EDUCATION/EXPERIENCE Bachelor's degree and successful completion of ASCP or AMT accredited Medical Technology program or MLT program. ASCP or AMT certification or eligible. Or CLA, ASCP or MLT, ASCP with successful completion of HHS exam. Must qualify as a general supervisor under CLIA '88. Experience within the last five years preferred but not required.

SKILLS AND ABILITIES Must be knowledgeable in customer/patient relations, including confidentiality, telephone etiquette, hospital policy and procedures, safety requirements. OSHA requirements, laboratory methods, policies and procedures. Above average oral and written communication skills.

- (A) The skills required for proper specimen collection, including patient preparation, if applicable, labeling, handling, preservation or fixation, processing or preparation, transportation and storage of specimens;
- (B) The skills required for implementing all standard laboratory procedures;
- (C) The skills required for performing each test method and for proper instrument use;
- (D) The skills required for performing preventive maintenance, troubleshooting and calibration procedures related to each test performed;
- (E) A working knowledge of reagent stability and storage;
- (F) The skills required to implement the quality control policies and procedures of the laboratory;
- (G) An awareness of the factors that influence test results; and
- (H) The skills required to assess and verify the validity of patient test results through the evaluation of quality control sample values prior to reporting patient test results.

ESSENTIAL RESPONSIBILITIES The testing personnel are responsible for specimen processing, test performance, and for reporting test results.

- (a) Each individual performs only those moderate complexity tests that are authorized by the laboratory director and require a degree of skill commensurate with the individual's education, training or experience, and technical abilities.
- (b) Each individual performing moderate complexity testing must—
 - (1) Follow the laboratory's procedures for specimen handling and processing, test analyses, reporting and maintaining records of patient test results;
 - (2) Maintain records that demonstrate that proficiency testing samples are tested in the same manner as patient samples;
 - (3) Adhere to the laboratory's quality control policies, document all quality control activities, instrument and procedural calibrations and maintenance performed;
 - (4) Follow the laboratory's established corrective action policies and procedures whenever test systems are not within the laboratory's established acceptable levels of performance;

(5) Be capable of identifying problems that may adversely affect test performance or reporting of test results and either must correct the problems or immediately notify the technical consultant, clinical consultant or director; and

(6) Document all corrective actions taken when test systems deviate from the laboratory's established performance specifications.

Obtains specimens:

1. Does venipunctures, finger sticks and heel sticks without repeat sticks, hemolysing the blood or leaving a hematoma.
2. Obtains correct sample for the test requested.
3. Draws inpatient on morning run prior to 7:00 a.m.
4. Obtains urine specimens instructing patient in correct collection procedure and places specimen at proper storage.

Assures specimens are processed and maintained for optimal testing:

1. Properly labels specimens.
2. Maintains specimens at proper temperature.

Does all types of in-house testing:

1. Knows where policy and procedure manual is and how to use it.
2. Does QC prior to testing, verifies QC is in-range and investigates any problems.
3. Keeps turn-around time within requirements.
4. Accurately performs and reports tests.
5. Repeats abnormal and panic results.
6. Calls all panic values to RN or Ward Clerk.
7. Does EKG's properly and files them.
8. Watches inventory of all supplies.
9. Copies and files reports when needed.

Maintenance, Calibration and Linearity:

1. Does all maintenance on all instruments as required and documents completely.
2. Does all calibrations on all instruments as required.
3. Trouble shoots all instruments.
4. Sets up calibration schedule for all instruments.
5. Does linearity studies.

Takes call when required:

1. Answers all calls and pages in a timely and friendly manner.
2. Carries pager at all times when unavailable by phone.
3. Is at the hospital within 15 minutes of the call or page unless conversation with the RN on duty deems otherwise.

Supervision:

1. Assumes duties of Lab Manager in his/her absence.
2. Assumes duties of other workers in their absence.

Assignments:

1. Performs other duties related to this position as requested by Lab Manager.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the Department.

SUPERVISION Reports directly to Laboratory Manager and can assume supervisors role in absence of Lab Manager.

PHYSICAL REQUIREMENTS Requires the physical ability and stamina to remain on feet and/or walk for long periods of time, push wheelchairs, lift of pull patients or supplies, and provide CPR. Requires fine motor skills for manipulation of highly technical equipment used to meet patient care needs and the visual acuity and manual dexterity to perform the essential functions of the position. Requires extended periods of time, sitting and/or standing. Requires the physical ability to perform the essential functions of the position. Must be able to lift and transfer up to 50 lbs. Ability to see within normal parameters. Ability to hear within normal range. Excellent eye/hand coordination. Communication: Exchanges non-routine information using tact and persuasion as appropriate requiring good oral and written communication skills.

MACHINES TO BE USED Siemens Dimension Xpand, Siemens Stratus CS, Sysmex XS1000i & Computer, Centrifuges, Microscopes, ISTAT Blood Gas, Beckman Coulter ACL 1000, Hospital Computer System, EKG, Millipore H₂O System, and UPS/Battery Backup System.

ENVIRONMENTAL Indoor, general hospital environment

TRAINING AFTER HIRE Training programs that apply to position or enhance job performance will be required. Hospital wide in-service attendance will be required.

DESIGNATION FOR ACCESS TO HEALTH INFORMATION

Choose appropriate designation

- Demographic information only
- Financial information only
- Clinical information only
- All patient information for patients receiving physical therapy services



I have reviewed the above job descriptions and requirements and verify that I can meet all the specified duties and requirements.

I understand that Kiowa County Memorial Hospital (KCMH) cannot guarantee my employment and that KCMH can change wages, benefits and conditions of my employment at any time.

I understand that in the performance of my duties as an employee of KCMH, I must hold in confidence all that pertains to the patient, relatives and all other employees. Furthermore, I understand that intentional or involuntary violation of my employer's confidentiality may result in immediate termination of employment for cause.

I understand that a conditional job offer is extended, pending pre-employment physical.

Employee signature/date