

# **MEDICAL LABORATORY TECHNICIAN I CLINIC HEALTH DEPARTMENT**

## **GENERAL STATEMENT OF DUTIES**

The Primary duties of this position are to perform and report limited laboratory procedures to enhance total patient care in the clinic setting. The Medical Laboratory Technician I performs all routine laboratory tests using standardized medical laboratory supplies, equipment and kits.

This position requires a high level of precision, exactness and accuracy. Incorrect test results could alter or deny patients prompt medical care.

Public Health is a first responder agency for natural disasters (e.g. hurricanes, tornadoes, floods, winter storms), naturally occurring infectious disease outbreaks (e.g. influenza, SARS), technological hazards (hazardous materials releases, critical infrastructure disruptions), and terrorist incidents. This position, like all other positions within the Department may be required to participate in any emergency response activities as deemed necessary by the Health Director or his/her designee. Availability during emergencies and exercises is required. Appropriate ICS courses are completed as assigned for position.

## **EXAMPLES OF DUTIES PERFORMED**

- Prepare specimens and perform standardized examinations of body fluids and secretions for evidence of pathogenic conditions or the presence of causative pathogens, if necessary, such as vaginal smears for wet preps, urinalysis, pregnancy tests, throat cultures, urine cultures, GC cultures and smears.
- Perform in-house procedures such as blood collection, blood glucose levels, hemoglobin, and sickle cell preparations to detect abnormalities.
- Assists in restocking lab supplies and in quality control.
- Records, reports and/or retrieves lab results in appropriate and timely sequence (i.e. basic lab sheet, logs and reference reports).
- Participates in proficiency testing, competency testing, continuing education, Quality Assurance activities as needed or when appropriate.
- Participates in clinic team meetings, staff conferences, staff in-services, and workshops to promote development and expertise in laboratory duties.
- Safety equipment will be evaluated as it is developed and put into use when effective for the laboratory's needs.
- Medical lab technician works a 40 hour week, Monday-Friday from 8:00 AM to 5:00 PM and reads culture plates on Saturday AM on a rotating basis.
- The Medical Laboratory Technician is clinically responsible to the Medical Director, technically responsible to the Laboratory Director, Lead Laboratory Technician, and administratively responsible to the Nursing Clinical Supervisor.
- Occasionally accompanies Home Health nurses or other disciplines to homes to draw blood.

## **RECRUITMENT STANDARDS**

### **Knowledge, Skills and Abilities**

General knowledge of applicable laboratory instrumentation, equipment and regulations, general knowledge of the test procedures performed in the laboratory; skill in the use of laboratory equipment and the performance of procedures; ability to make accurate observations and written reports of the results; ability to understand and follow oral and written instructions.

### **MINIMUM EDUCATION AND EXPERIENCE**

Graduation from high school or equivalency and completion of a certified laboratory technician program in medical technology or a comparable program. Or an equivalent combination of education and experience. Preferable certification from ASCP or equivalent certification organization.