

MARQUETTE GENERAL HEALTH SYSTEM

JOB DESCRIPTION

Name: \_\_\_\_\_

POSITION: Medical Lab Technician DEPARTMENT: Laboratory (7020)4300

SUPERVISED BY: Spvsr, Laboratory (Section) SUPERVISES: None

EFFECTIVE DATE: August 1, 1979 JCC: 222

REVIEW DATE: 7/95; 12/95; 1/97; 4/98; 4/99 REVISED DATE: 12/93; 7/95; 12/95  
2/00; 12/01; 12/02; 1/03; 4/08 4/98; 2/00; 12/01; 12/02; 1/03; 4/08

PREPARED BY: John Rhoades TITLE: Program Dir, Laboratory

RECOMMENDED BY: David Graser TITLE: Sr. Vice President/CIO

APPROVED BY: David S. Smith TITLE: Senior Director/Hum. Res.

**POSITION SUMMARY:**

Performs procedures in one or more sections.

**POSITION ACCOUNTABILITIES/COMPETENCIES\*\*:**

Does  
Meets Not  
Meet\*

- 1. Maintains established hospital and departmental policies and procedures, objectives, performance improvement program, safety, environment of care, management of information, and infection control standards. (1,5)
- 2. Utilizes excellent customer service skills at all times. (1,5)
- 3. Complies with federal and state law and accrediting and licensing agencies at all times, to include but not limited to, JCAHO and federal compliance regulations. (1,5)
- 4. Performs procedures in assigned section(s) for patients of all age groups:  Chemistry,  Client Services,  Cytology,  Decentralized Testing,  Donor Services,  Flow Cytometry,  Hematology,  Histology,  Laboratory Clerk,  Management,  Management Support,  Microbiology,  Pathology,  Reference Lab,  Serology,  Special Chemistry,  Specimen Processing,  Transcription Services,  Transfusion Service. (1,2,3,4,5,8)
- 5. Obtains accurate test results by proper specimen collection, correct use and maintenance of equipment, performance of quality control, and recognition of problem samples/results. (1,2,3,4,5,8)
- 6. Assumes responsibility for call. (5)

- 7. Performs patient phlebotomy on patients of all age groups. (8)
- 8. Assists with orientation and training of personnel and students, if requested. (5)
- 9. Enhances professional growth and development through participation in educational programs, current literature, inservice meetings, and professional conferences. (5)
- 10. Participates and attends meetings and inservices as required and/or assigned. (5)
- 11. Performs other related duties as assigned or requested. (5)

\*Comment or data needed to support this.

\*\*Those activities that employees are required to and able to perform independently following procedure and/or criteria.

**POSITION QUALIFICATIONS:**

**Required Registration:**

- Current ASCP or equivalent registry as a Medical Laboratory Technician or registry eligible

**Working Conditions:**

- Regularly exposed to the risk of bloodborne disease
- May be exposed to toxic chemicals

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(1) The performance of this function is the reason that the job exists and is a critical activity.  
(2) There are limited employees among whom the performance of this function can be distributed.  
(3) This function occupies a great deal of the employee's time.  
(4) This function is highly specialized. Employees are hired for the skill/ability to perform this.  
(5) Failure to perform this function may have serious consequences.  
(8) Exposure to bloodborne pathogens that requires use of personal protective equipment.