

## Position Description

<ul style="list-style-type: none"> <li>• <b>Name of staff member:</b></li> <li>• <b>Position:</b></li> <li>• <b>Direct supervisor:</b></li> <li>• <b>Status:</b></li> <li>• <b>Pay grade:</b></li> <li>• <b>Qualifications and experience:</b></li> </ul>	David MOTELA Laboratory Technologist Laboratory Manager 1 Full Time Equivalent Scale 7 Degree in Medical Laboratory Technology or with equivalent education/work experience.
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Assist the Laboratory Manager in the coordination of laboratory activities. Provide accurate, timely and cost effective testing of patient samples to aid in the diagnosis and treatment of disease in compliance and harmony with the quality management system. The laboratory technologist has no supervisory responsibility.

### Essential tasks:

- *Laboratory Procedures:*  
Perform a variety of technical laboratory procedures according to national, hospital, and laboratory standards to aid in the diagnosis and treatment of disease.
- *Documentation:*  
Responsible for accurately completing records and reports and other statistical information. Follows laboratory policy for data retrieval, record keeping, and identification, requisition, reporting, charting, and billing procedures.
- *Communication/teamwork:*  
Maintain positive working relationship with the medical staff and hospital personnel. Use positive interpersonal skills to educate/support laboratory customers and promote success of team members. Use clear and concise verbal and written language with staff and the clients. Act independently on supervisor's direction and accept responsibility of the adopted policies and procedures of the hospital and the laboratory.
- *Quality Management:*  
Participates in quality control and quality assurance activities. Don't report patient results unless quality control data are within accepted intervals. Recognize out of control values, takes corrective actions in accordance with laboratory procedures and notify others of changes.
- *Safety and education:*  
Comply with laboratory safety procedures. Possess adequate knowledge of instrumentation, theory, and application of new and existing examinations. Complete education necessary to maintain licensure or certification for the job.
- *Problem solving/critical thinking:*  
Assume responsibility to resolve problems. Perform required preventive maintenance procedures on laboratory equipment. Investigate and resolve technical problems, consult supervisors if resolution involves policy or procedure modification. Identify real or potential situations of equipment failure. Attempt to resolve within area of specialty or knowledge and refer complex issues to appropriate sources. Laboratory technologist can be a key analyzer/operator with proper training and documentation of skills. Follow the laboratory safety policies and participate in safety education programs.

### General performance:

The list below is not intended to be an all-inclusive list of essential functions for the job described, but rather a general description of some of the responsibilities necessary to carry out the duties of this position.

- Perform tests according to laboratory procedure and guidelines and test results are correctly and legibly entered on the patient report forms and laboratory records.
- Check specimens for their condition, acceptability and appropriateness to the test and exceptions are noted.
- Complete special assigned work or projects as instructed.
- Maintain a neat, sanitary, organized work area.
- Keep an adequate supply of working materials on hand.
- Organize work pending and appropriately left for follow up.
- Report all critical values promptly to the client.
- Complete and deliver morning tests results to the floor by 11.00hrs.

<b>Tasks authorized to perform:</b>	<ul style="list-style-type: none"> <li>• This staff member is authorized to perform the tasks for which the position of Laboratory Technician is authorized (refer to the General Authorization List, room A15, cabinet C004)</li> <li>• Furthermore this staff member is also authorized to assist the quality officer with document control activities. As such this staff member is authorized to perform the following tasks: <ul style="list-style-type: none"> <li>• Maintaining and adapting the Document Control Log</li> <li>• Revising the Quality Manual, SOPs, annexes and forms</li> <li>• Retrieving the Quality Manual, SOPs, annexes and forms</li> <li>• Maintaining the Quality Archive</li> <li>• Adapting the Quality Archive</li> <li>• Control and Authorization of the Quality Manual, SOPs, annexes and forms</li> </ul> </li> </ul>
<b>Possible other remarks or requirements important to this position:</b>	<ul style="list-style-type: none"> <li>• Upon date of Hire: Current Negative TB Test</li> <li>• Ability to Pass a Criminal History Check and Drug Test</li> <li>• Must be current in all immunizations</li> <li>• Must be able to read, write and speak English.</li> <li>• Regular attendance is a requirement of this job.</li> </ul>
<b>Drafted by:</b> <b>Date:</b> <b>Signature Laboratory manager:</b>	National Public Health Laboratory 2-11-2013 .....