



Franklin General Hospital **Job Description**

POSITION SUMMARY:

The Medical Technologist functions as a member of the laboratory staff in accordance with laboratory and hospital policies and procedures.

ORGANIZATIONAL SUMMARY:

Reports to:

1. Laboratory Manager

PRINCIPAL RESPONSIBILITIES:

1. Follows established procedures to perform testing in all laboratory departments.
2. Performs calibrations, quality control, instrument checks, and maintenance as written in procedure manuals. Documents all work completed in appropriate manner. Reviews results for accuracy and signs and dates reports.
3. Performs and completes records for proficiency program.
4. Completes records for lab, billing, medical records, and physician reports.
5. Accepts phone orders for tests, and follows up with written orders from physicians.
6. Maintains supplies by taking inventory and requesting items needed.
7. Is responsible for maintaining equipment and reporting any malfunctions.
8. Perform phlebotomy and obtain appropriate specimens for testing.
9. Travels to nursing homes, care facilities and businesses to collect specimens as ordered.
10. Refers specimens to reference labs following their instructions.
11. Participates in data management, updating and revising procedure manuals, annual inventory and other duties as assigned.
12. Deliver reports and files lab copies.
13. Maintains clean and orderly work area.
14. Attends inservices according to policy.
15. Is subject to all shifts and call.

SERVICE EXCELLENCE:

Exemplifies Service Excellence Behavior Standards to include Appearance, Attitude, Respect, Ownership/Accountability and Communication.

GENERAL:

1. Supports and abides by all hospital policies and procedures.
2. Acts in a professional manner reflecting the mission and values of FGH.
3. Attends educational opportunities, meetings and in-services as scheduled.
4. Participates in the maintenance of a clean and safe environment.
5. Performs other responsibilities as requested.
6. Adapts positively to the ever changing health care environment by supporting technology and process change.
7. The above statements reflect the general responsibilities considered necessary To describe the principle functions of the job as identified and shall not be considered As a detailed description of all work requirements that may be inherent in the position.

POSITION QUALIFICATIONS:

1. Must be able to communicate in English.
2. Must have earned a bachelors degree from an accredited institution and meet the requirements of CLIA § 493.1489 Standard; Testing personnel qualifications. A Health & Human Services (HHS) certificate is equal to a bachelors degree in medical technology.
3. 2 years laboratory experience preferred but not required.
4. Must have skills for specimen collection, labeling, handling, preservation, processing, transportation and storage.
5. The skills to implement all standard procedures.
6. The skills for performing test methods and instrument use.
7. The skills required for performing preventive maintenance, troubleshooting, and calibration .
8. A working knowledge of reagent stability and storage.
9. The skills to implement quality control.
10. An awareness of factors that influence test results.
11. The skills to assess and verify the validity of patient test results through quality control.
12. The ability to pay close attention to details, have good tact, diplomacy and patience.
13. Have the ability to work under stress with frequent interruptions and the ability to multitask.
14. Must maintain confidentiality.
15. Must treat all employees, patients, residents and visitors nonjudgmentally.

PRIMARY PHYSICAL REQUIREMENTS:

1. Must be able to continuously use visual and auditory senses.
2. Must be able to do main physical functions in the delivery of job duties.

APPROVED:

Department Manager

Human Resource Manager

Chief Executive Officer

Director of Nursing

REVIEWED:

Signature

Date

Revised 07/12/2007
07/09/2015