

Job Title: Clinical Laboratory Technologist
Department: Medical
Reports To: Laboratory Director
Salary Level:
FLSA Status: Exempt
Approved By: Chief Executive Officer
Approved Date: July 2018

GOALS FOR POSITION: Provide high quality Laboratory Service

SUMMARY: Responsible for Program policies and policy compliance and compliance with all applicable state and federal regulations as they apply to laboratory service.

FUNCTIONS & RESPONSIBILITIES:

1. Collects and analysis patient specimens.
2. Participates in proficiency testing with documented results and consistent with professional standards.
3. Distributes laboratory test reports to clinical staff or referral clinicians.
4. Prepare specimens to send out to reference laboratories.
5. Reviews and updates laboratory policies annually.
6. Maintains laboratory documents and records in a safe and secure environment.
7. Maintains safe and secure storage of all chemicals used in the Department. Has MSDS file readily available to respond to chemical hazards.
8. Responds to clinic requests in a timely manner.
9. Restocks and maintains adequate reagents and supplies.
10. Perform quality control and maintain quality control records.
11. File reports and keep monthly logs updated.
12. Perform preventative maintenance on analyzers and machinery.
13. Perform analyzer and equipment repair to the best of ability.
14. Actively pursues continuing education relevant to laboratory issues and regulations and licensure requirements.
15. Responds to technical inquiries.
16. Assists in maintaining a clean, well organized work area.
17. Follows infection control regulations.
18. Prepares the annual budget for the Program.
19. Responsible for appropriate staffing of the program at all times.
20. Other duties as assigned.
21. Must submit written monthly reports no later than 14 days after the end of the month.
22. Must submit written goals and objectives long term and short term for each fiscal year to correspond to the annual budget preparation no later than May 1 of each year. Goals and Objectives should be consistent with Organization wide goals and objective; GPRA, State Review, HIPPA, the Indian Health Service RPMS survey, and JCAHO/COLA survey preparation and compliance.

23. Must submit written budget and capital budget for each fiscal year or as directed.
24. Must submit an updated Scope of Service each year by June 1.
25. Must submit an updated Performance Improvement Plan for each year by October 1.
26. Must participate in appropriate committees; Performance Improvement, Managers Meetings, Staff Meetings, and Electronic Health Record (EHR) meetings.
27. At the end of each calendar year must submit an annual report no later than January 30.
28. Must provide self-audits of Department work with documentation of deficiencies and corrections.
29. Must provide customer satisfaction surveys if applicable.

SUPERVISORY RESPONSIBILITIES:

- This job has supervisory responsibilities.
- Must complete employee evaluations and job descriptions updates by January 30 of each year. Includes competency requirements and training plans.
- Must provide Department Specific Orientation for all new staff during the first day of work. Orientation must address all aspects of the Environment of Care. A signature sheet for documentation shall be completed.
- Responsible for making certain all staff are in compliance with CPR requirements, TB testing and immunization and any required certification.
- Must provide monthly staff meetings for Department specific staff. Appropriate minutes of meetings must be kept.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each primary responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or competencies required. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary responsibilities.

OTHER SKILLS AND ABILITIES:

PUBLIC RELATIONS/ADVANCED INTERPERSONAL SKILLS: Addresses patients by name; smiles when talking to patients, physicians, peers, and families; answers the telephone courteously and promptly; identifies self and department when answering the telephone, pleasant voice tone/verbiage; uses good listening skills; makes a sincere effort to interact along with clients and peers.

COOPERATION: Must be a self-starter; seeks solutions, not excuses; accepts constructive criticism; willing to adjust to changes.

PROFESSIONALISM: Shows pride in personal appearance and grooming; displays a positive attitude about work; respects the confidentiality of clients; and is congenial with public and peers.

INITIATIVE: Willing to cross-train for more than one related position; asks questions; contributes during staff meetings; serves on KMC committees as appointed; demonstrates a desire to improve and learn.

EDUCATION and/or EXPERIENCE:

Licensed as a Medical Technologist (State of California preferred) and a minimum of one year laboratory experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Medical Technologist license or California C.L.S. License.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY: Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CONFIDENTIALITY: Employee must be aware of and adhere to the Confidentiality Policy and deal appropriately with patient confidentiality at all times.

DRUG FREE WORKPLACE: Employee is subject to base line and random drug testing per the Hoopa Tribal Drug & Alcohol Fit for Duty Policy.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary duties and responsibilities of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary duties and responsibilities.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the primary duties and responsibilities of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary duties and responsibilities.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually quiet.

Employee Signature

Date

Chief Executive Officer Signature

Date

Human Resource Signature

Date