



Wallowa County Health Care District

JOB TITLE: Medical Laboratory Technician

FLSA STATUS: Non-Exempt - Union

DEPARTMENT: Laboratory

DATE: February, 2020

REPORTS TO: Laboratory Director

APPROVED BY: Laboratory Director

JOB SUMMARY:

Performs various tests to obtain data for use in diagnosis and treatment of diseases. Receives or obtains specimens for laboratory analysis in the following areas; bacteriology, hematology, serology, chemistry, blood banking and makes some morphological examinations. Records laboratory test results and performs any related duties.

MISSION, VISION & VALUES:

The successful candidate(s) must share and demonstrate through job performance (and will be evaluated on) the ability, willingness and successful application of support for the Mission, Vision and Values of the District:

Mission: To provide premier Health Care

Vision: To be a recognized leader in mission focus, quality care, and fiscal strength

Values: Compassion, Respect, Integrity, Quality, Stewardship, and Family

ESSENTIAL DUTIES & RESPONSIBILITIES:

Includes the following and other duties may be assigned. Nothing in this job description should be inferred to condone an employee acting out of their scope of license. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Responsible for accuracy of examinations and analysis in order to assist physicians to make correct diagnosis of patient's disease.
- Careful handling of infectious material to protect all laboratory personnel.
- Collection of blood and other specimens under aseptic conditions.
- Accurate recording of test results.
- Operation of clinical laboratory during absence of Laboratory Manager.
- Care of expensive scientific laboratory instruments.
- Willingness to work with realization that errors may have serious consequences for the patient.
- Ability to work under emergency conditions.
- Attention to details at all times.
- Alertness during all phases of work since errors may result in incorrect diagnosis or treatment.
- Considerable initiative involved in adapting techniques and procedures for special tests and in scheduling and planning various work phases.
- Accuracy in use of laboratory instruments and equipment, and when working with minimal amounts of material. Works with limited supervision.
- Follows standard laboratory methods and procedures.
- Has a working knowledge of quality control methods and procedures that ensures good lab practice.
- Understands use and limitations of laboratory equipment and apparatus and is familiar with standard laboratory methods and techniques.
- Has a basic knowledge of various fields of specialty laboratory work.
- Is capable of collecting, processing, typing, testing and storing blood.
- Is capable of performing Arterial Blood Gasses.

PHYSICAL DEMANDS:

Specific vision abilities required by this job include; close vision, distance vision, color vision, depth perception, and ability to adjust focus. A required eye test is a regulation to show that the individual has color vision.



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QUALIFICATIONS & EXPERIENCE:

- Completion of two year course at an approved school for Medical Laboratory Technologists.
- Graduation from an approved school or a two (2) year college degree from an accredited school in Physical Sciences.
- Current certification or ability to obtain within six (6) months from a professional affiliation such as ASCP, AMT or an equivalent thereof.

CORE COMPETENCIES:

- Compassion – Welcomes, mentors and receives new team members. Shows concern for the welfare of others.
- Respect – Manages conflict with respect and dignity for others. Attempts to address issues before escalating.
- Integrity – Owns professional development and seeks self-development. Uses good judgment in resolving job problems. Generates and evaluates alternative solutions and makes effective and timely decisions.
- Quality - Pays close attention to detail. Strives to achieve excellence in all things.
- Stewardship – Careful and responsible management of WCHCD resources. Finds productive work to keep busy during slack periods.
- Family – Creates and participates in a team environment. Applies effective interpersonal and problem-solving skills when responding to coworkers, patients and visitors.

POSITION SPECIFIC COMPETENCIES:

- Biology — Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.
- Chemistry — Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.
- Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- Perceptual Speed — The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.
- Speed of Closure — The ability to quickly make sense of, combine, and organize information into meaningful patterns.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

WCHCD CODE of CONDUCT & CONFIDENTIALITY STATEMENT:

As an employee of Wallowa County Health Care District (WCHCD) you must agree to abide by the following code of Conduct/Confidentiality Statement.



Wallowa County Health Care District

I understand and agree that in the performance of my duties I must hold medical information in confidence. I understand that any violation of the confidentiality of medical information may result in punitive action. I will at all times protect the safety of our patient/residents understanding that they are our “customers” and the reason for our employment. I will avoid any and all personal conflicts of interest as it relates to my position at this facility. I agree to abide by the dress code for WCHCD. I will not use any of the assets of WCHCD for personal use. I will abide to all rules and regulations of the State of Oregon and the United States in relation to the operation of a medical facility. I will treat my co-workers at all times in a professional & courteous manner. I will strive to always work as a team player with my co-workers. I agree to report any perceived medical/facility operation noncompliance issues immediately to the CEO.

I have read and understand the above job description.

Employee Signature

Date

ADA – MENTAL ACTIVITY REQUIREMENTS

Position Being Accessed: Medical Lab Technologist Date Completed: 3/16/2015

Form Completed By: RACHEL COCKMAN Title: Lab Director

Check the applicable mental demands listed. Consider the level of complexity as well as the frequency of the demand of how often each is done during an average work day (if never, leave box blank).

How often (frequently) does the demand occur: Regularly (R) up to 33%, Frequently (F) from 33-66%, or Continuously (C) 66%+.

Interpersonal Interactions – Frequency C 66% +

- C Simple – such as basic information exchange, etc.
- C Moderate – such as providing work direction or instructions (usually one-on-one), etc.
- F Complex – such as coaching, negotiating, selling, making group presentations, etc.

Supervision – Frequency R Up to 33%

- C Simple – provides basic work direction and support to small groups (up to 15) of usually skilled and semi-skilled employees.
- R Moderate – has limited supervisory responsibility for small to medium groups (up to 15) of usually skilled and semi-skilled employees.
- Complex – has full supervisory responsibility for medium to large groups (16 or more) of usually skilled and highly skilled employees.

Problem-Solving – Frequency F from 33-66%

- F Simple – under general supervision, solves problems for self. Complex problems are referred to supervisor.
- C Moderate – under limited supervision, anticipates and solves problems for self, and other lower level/same level employees within and outside own department.
- R Complex – with little/no supervision or direction, anticipates and solves problems for self and others at all levels of the organization.

Analyzing/Evaluation – Frequency C 66% +

- C Simple – under direction, examines basic information and/or situations and prepares summaries or draws conclusions for evaluation by others.
- F Moderate – under general direction, examines moderately complex information and/or situations and prepares summary, including recommendation for review by others.
- F Complex – independently examines complex information and/or situations, evaluates potential impact, options, and makes recommendations.

Decision-Making – Frequency C 66% +

- C Simple – majority of decisions are made utilizing established policies and procedures, and concern self and/or work responsibilities only.
- F Moderate – most decisions are made within company policy constraints, and some latitude exists. Decisions may impact others or the organization
- R Complex – decisions are guided by precedent and interpretation of applicable laws, etc. Decisions have a significant impact on others and the organizations.

Equipment Operation – Frequency C 66%+

- C Simple – operates simple equipment such as telephone, copy machine, simple hand tools, facsimile machine.
- C Moderate – operates somewhat complex equipment, often requiring education/training, including computer hardware/software, switchboard, and pallet jack/forklift.
- C Complex – operates complex equipment/machinery requiring extensive training and in-depth understanding of various applications, etc.

Discretion/Confidentiality – Frequency C 66%+

- C Simple – work responsibilities seldom concern confidential and/or sensitive information.
- C Moderate – work responsibilities occasionally concern confidential and/or sensitive information requiring the use of discretion.
- C Complex – work responsibilities frequently concern confidential and/or sensitive information requiring the use of discretion at all times.

Math Skills – Frequency R Up to 33%

- C Simple – ability to perform basic math computations including addition, subtraction, multiplication, and division.
- R Moderate – ability to calculate percentages, work with fractional numbers, and perform simple algebra.
- R Complex – ability to perform extrapolation and analysis, using advanced math calculations.

Teamwork – Frequency C 66%+

- R Simple – majority of work is performed independently, seldom requiring the use of teamwork or cooperation.
- F Moderate – teamwork and cooperation are required approximately 50% of the time in order to successfully complete job duties.
- F Complex - teamwork and cooperation are essential to the successful completion of own and others job duties.

Read/Write/Speak English – Frequency C 66%+

- C Simple – ability to understand and follow basic verbal instructions and respond understandably.
- C Moderate – ability to understand and follow somewhat complex verbal and written instructions. Ability to communicate effectively with others, both verbally and in writing.
- F Complex – ability to perform complex verbal and written communication face-to-face and in group settings.

Creativity – Frequency R Up to 33%

- R Simple – job duties are regular and recurring and seldom require conceptualizing, planning or implementing.
- R Moderate – job duties are somewhat varied, occasionally requiring conceptualizing, planning and implementing.
- R Complex – job duties are widely diverse, and frequently require conceptualizing, planning and implementing.

Task Handling – Frequency C 66%+

- R Simple – job duties are repetitive and recurring and focus on a single task, seldom requiring attention to other areas/duties.
- F Moderate – job duties tend to be recurring, but occasionally require attention to and/or coordination of concurrent job duties.
- C Complex – job duties are widely varied, and frequently require attention to and/or coordination of concurrent job duties.

ADA – PHYSICAL ACTIVITY REQUIREMENTS

Position Assessed: Medical Laboratory Technologist **Date Completed:** 3/16/2015

Form Completed By: RACHEL COCKMAN **Title:** Lab Manager

Check the applicable physical demands listed. Think of the frequency of the demands in terms of how often each is done in a normal 8 hour work day.

PHYSICAL ACTIVITY DEMANDS	NEVER 0%	REGULARLY UP TO 33%	FREQUENTLY 33-66%	CONTINUOUSLY 66 TO 100%
Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fingering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Grasping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive Motions Using Hands/Wrists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive Motions Using Feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Feeling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFTING OR CARRYING DEMANDS	NEVER 0%	REGULARLY UP TO 33%	FREQUENTLY 33 TO 66 %	CONTINUOUSLY 66 TO 100%
Up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>