



Job Title: **LABORATORY TECHNICIAN**

Department(s): Medical Support

Position Summary: Performs routine laboratory tests such as urinalysis, wet preps, blood counts, quick streps and preps specimens for outside lab, reads culture sensitivities OMIT, performs daily controls, maintenance and upkeep on equipment, files lab reports and orders related supplies.

Supervision Received: Clinical Operations Director

Supervision Exercised: None

Hours/Week 40 Full-Time Part-Time Exempt Non-Exempt

FLSA Definition:

ESSENTIAL FUNCTIONS:

- Performs routine laboratory tests such as urinalysis, wet preps, ESR, blood counts, hematocrits, pregnancy tests, quick streps, monospots, venipuncture and other procedures as directed
- Performs daily controls on *Cell-Dyn-1600* Coulter Counter, UA dipsticks, and controls on other procedures per protocol
- Prepares all specimens sent to reference lab
- Maintains all laboratory equipment
- Charts incubator, refrigerator and freezer temperatures daily, room temperature and room humidity
- Prepares lab for start up, keeps lab clean, and shuts down lab appropriately
- Keeps provider informed of abnormal labs
- Orders appropriate laboratory supplies (test kits, etc.) and forms
- Establishes and maintains EMR system for lab ordering, entering results and provides results to provider
- Works collaboratively with staff to achieve optimal efficiency, outcomes and morale
- Maintains excellent and punctual attendance
- Attends agency functions and meetings as relevant or required
- Uses computer daily including e-mail, word documents, spreadsheets, patient management system or electronic health record, as required
- Demonstrates commitment to agency mission and goals
- Abides by corporate compliance program and other agency policies and procedures
- Performs other duties as assigned



PHYSICAL/MENTAL DEMANDS:

These demands are representative of those the employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Frequently required to sit, stand, walk, reach with hands and arms, talk, and hear
- Uses hands to finger, handle, or feel objects, tools, or controls
- 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

ENVIRONMENTAL /WORKING CONDITIONS:

These characteristics are representative of those the employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- The noise level in the work environment is usually moderate

EQUIPMENT USED:

- Computer
- Telephone
- Copier
- FAX
- Lab equipment such as microscope, cell-dyne, test kits, controls, etc.

EDUCATION/QUALIFICATIONS:

- **Experience**
 - High school diploma with MA certificate
 - Graduation from an accredited CLT/MLT program, preferred
- **Possesses knowledge of:**
 - Laboratory policy and procedures
- **Possesses skill in:**
 - Computer skills at the level necessary for working efficiently in the company's practice management system and in the electronic medical record
- **Possesses ability to:**
 - Work independently and manage time
 - Plan, organize and multitask
 - Use a computer keyboard to type
 - Speak, understand, read and write English at a sufficiently to carry out all essential duties
 - Work independently and as part of a patient centered care team
 - Work cooperatively and respectfully with others