

Fulton County Medical Center

Position Description

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Position Title: **Medical Laboratory Technician**  
Reports To: **Pathologist, Laboratory Manager, and Medical Technologist**  
Date: **September 2004**

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**I Position Summary:**

Performs and interprets routine diagnostic procedures in Hematology, Urinalysis, Serology, Coagulation, Chemistry, Blood Bank, and Bacteriology. Performs other duties as assigned and required. Reports to Medical Technologist, Lab Manager and Pathologist. Establishes and maintains working relationships with other technical and clerical staff, medical staff, nursing staff, and other departments of the hospital, with patients and visitors.

**II Education Requirements/Licensure/Certification/Registration:**

Registered MLT or MLT-C, ASCP or equivalent, a registered CLA (ASCP), who has successfully passed the MLT exam in addition to years of experience, or a recent MLT graduate awaiting exam results. Must receive registered status within one year of employment.

**III Customer Focused Expectations:**

While performing the essential functions of this position, the staff member must strive to keep the mission, vision, and values of the Fulton County Medical Center, and be committed to the improvement and best interests of the facility and the services the Laboratory Department provides.

**IV Typical Physical and Mental Demands: (Subject to modification or accommodation as required)**

1. Stands frequently on a tiled floor during normal shift.
2. Walks frequently throughout the lab.
3. Sits occasionally on a hard or cushioned chair.
4. Lifts and carries relatively light weight lab equipment and containers of reagents weighing from 5 to 20 pounds on occasional basis.
5. Manual dexterity adequate for handling specimens and glassware.
6. Near-visual acuity with color vision in order to detect changes of specimens and stains used on specimens.
7. Ability required to notice important details of specimens under microscopic study.
8. Keen judgment in order to evaluate information against measurable criteria in the performance of tests.
9. Strict attention to detail for precise and accurate job performance.

**V Working Conditions:**

Possible exposure to patient with infectious diseases and/or to body fluids which may contain infectious agents.

**VI Essential Functions:**

The accompanying Master Competency statements communicate the essential functions of the position. It is recognized that additional review or development of requisite job skills may be required.

**VII Non-Essential Functions:**  
See Attached



- Mid Probation** 45 days after hire
- End Probation** 90 days after hire
- Annual**

Employee Name: <input style="width: 95%;" type="text"/>	Department: <input style="width: 95%;" type="text"/>	Current Title: <input style="width: 95%;" type="text"/>	Supervisor Name/Title: <input style="width: 95%;" type="text"/>
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<b>Methods of Measurement Include the Following:</b>		<b>AGES SERVED</b>	
<input type="checkbox"/> Direct Observation	<input type="checkbox"/> Documentation	<input type="checkbox"/> Neonates (< 30 days)	<input type="checkbox"/> Adults (> = 18 years and < 65 years)
<input type="checkbox"/> Feedback from staff or patients	<input type="checkbox"/> PI Reports	<input type="checkbox"/> Infants (> 30 days and < 1 year)	<input type="checkbox"/> Geriatrics (> = 65 years)
<b>Period Covered by this Evaluation:</b> <input style="width: 95%;" type="text"/>		<input type="checkbox"/> Pediatrics (> = 1 year and < 13 years)	<input type="checkbox"/> Not Applicable
		<input type="checkbox"/> Adolescents (> = 13 years and < 18 years)	

	Rating			
	D	M	E	
<b>FACILITY WIDE COMPETENCY</b>				<div style="border: 1px solid gray; height: 400px; width: 100%;"></div>
<b>INSTITUTIONAL AND/OR PROFESSIONAL STANDARDS</b>				
<ul style="list-style-type: none"> <li>Comply with regulatory agencies, and institutional and operating systems.</li> <li>Adhere to all Hospital Policies and Procedures as they apply to the area.</li> <li>Knowledge and adherence to Infection Control and Environment of Care Guidelines and Procedures as they are described in the annual education module.</li> <li>Protect patient/customer confidentiality.</li> <li>Comply with HIPAA regulations as they apply to the job.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>PERFORMANCE IMPROVEMENT</b>				
<ul style="list-style-type: none"> <li>Adhere to current organizational Performance Improvement priorities</li> <li>Participate in quality studies through data collection</li> <li>Make recommendations and take actions to improve structure, system or outcomes</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>CUSTOMER SERVICE</b>				
<ul style="list-style-type: none"> <li>Demonstrate the values of the organization: respect, honesty, integrity, compassion, fairness, innovation and stewardship of our resources.</li> <li>Demonstrate commitment to serving the customer.</li> <li>Demonstrate excellence in communication with the customer.</li> <li>Create a welcoming environment for the patients, family and other interdisciplinary team members</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ESSENTIAL FUNCTIONS	D	M	E	Comments
Performs diagnostic tests, repeats test when results are questionable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Judges adequacy of submitted specimens and requests another specimen if necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Performs and results Quality Control as required in all areas of lab and reports results with appropriate corrective action as necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ensures that Quality Control is acceptable before patient results are accepted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Maintains proficiency in operating, maintaining, and troubleshooting all automated analyzers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Performs and interprets all Serology tests accurately. Documents appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Performs Blood Bank testing accurately and documents appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Performs Microbiology testing accurately and documents appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Performs testing in Chemistry, Hematology, Coagulation and Urinalysis accurately and results correctly in LIS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assures and demonstrates compliance with regulations (by successful participation in DOH inspection)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Maintains competency in bench skills with annual assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Maintain adequate inventory, proper rotation of inventory and notification of deficient supplies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assist in the evaluation of new or modified test methods, new instruments or technical procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assists in training new employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assists laboratory manager with daily supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reviews and initials completed patient reports for accuracy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Performs other related duties as assigned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Communicates with other shifts regarding departmental work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Performs routine and stat procedures according to laboratory specifications described in procedure manuals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Collects patient specimens as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Calls panic values to appropriate personnel within 5 minutes of completion of test.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Performs clerical duties as needed in laboratory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Non Essential Functions:</b>	<b>D</b>	<b>M</b>	<b>E</b>	<b>Comments</b>
1. Participates in professional development activities: a. In-service classes or on-line courses. b. Shares knowledge with others. c. Reads in-house communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Work Habits: a. Complies with attendance policies. b. Dresses according to the departmental dress code c. Organizes times, sets priorities d. Spends free time in a constructive manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Initiative and judgment: a. Makes necessary work related judgments based upon factual information b. Completes assignments with minimal directions and in a timely manner c. Adapts to a changing work load	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

D= Does Not Meet Expectations	M= Meets Expectations	E= Exceeds Expectations
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Comments:

Future Plans and Actions:

Employee Comments:

To update our files, please answer the following questions:  
Have you received a higher education degree in past 12 months: Yes\_\_\_ No\_\_\_  
Please forward to Human Resources  
Have you received a certification in the past 12 months: Yes\_\_\_No\_\_\_  
Please forward to Human Resources

**I have reviewed this Performance Evaluation**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head or Designee Signature

\_\_\_\_\_  
Date