

## **Job Description – Medical Laboratory Technologist**

### **1. Job Title**

The Medical Laboratory Technologist job titles are as follows:

- Blood Testing – Blood Testing Supervisor
- Molecular Sciences – Molecular Sciences Supervisor
- Toxicology – Toxicology Supervisor

### **2. Description**

The technical supervisor is responsible for the technical and scientific oversight of the laboratory.

### **3. Essential Duties & Responsibilities:**

- Selects the test methodology that is appropriate for the clinical use of the test results
- Verifies the test procedures performed and establishment of the laboratory's test performance characteristics, including the precision and accuracy of each test and test system
- Enrolls and participates in an HHS approved proficiency testing program commensurate with the services offered
- Establishes a quality control program appropriate for the testing performed and establishing the parameters for acceptable levels of analytic performance and ensuring that these levels are maintained throughout the entire testing process from the initial receipt of the specimen, through sample analysis and reporting of test results
- Resolves technical problems and ensuring that remedial actions are taken whenever test systems deviate from the laboratory's established performance specifications
- Ensures that patient test results are not reported until all corrective actions have been taken and the test system is functioning properly
- Identifies training needs and assuring each individual performing tests receives regular in-service training and education appropriate for the type and complexity of the services performed;
- Evaluates the competency of all testing personnel and assuring that the staff maintain their competency to perform test procedures and report test results promptly, accurately and proficiently. The procedures for evaluation of the competency of the staff must include, but are not limited to:
  - Direct observations of routine patient test performance, including patient preparation, if applicable, specimen handling, processing and testing;
  - Monitoring the recording and reporting of test results;
  - Review of intermediate test results or worksheets, quality control records, proficiency testing results, and preventive maintenance records;
  - Direct observation of performance of instrument maintenance and function checks;
  - Assessment of test performance through testing previously analyzed specimens, internal blind testing samples or external proficiency testing samples; and
  - Assessment of problem solving skills; and
  - Evaluating and documenting the performance of individuals responsible for high complexity testing at least semiannually during the first year the individual tests

patient specimens. Thereafter, evaluations must be performed at least annually unless test methodology or instrumentation changes, in which case, prior to reporting patient test results, the individual's performance must be reevaluated to include the use of the new test methodology or instrumentation.

- Other tasks as assigned

#### **4. Minimum Qualifications (Knowledge, Skills, & Abilities):**

- The technical supervisor must possess a current license issued by the State in which the laboratory is located, if such licensing is required and must either;
  - Be a licensed MD/DO.DPM or PhD, certified in clinical pathology or possess 1 year of lab training or experience in the high complexity testing specialties performed; or
  - Possess a Master's degree in lab science and have at least 2 years' lab training or experience in the high complexity testing specialties performed; or
  - Possess a Bachelor's degree in lab science and have at least 4 years' lab training or experience in the high complexity testing specialties performed.
- Process-driven
- Self-starter
- Knowledgeable of required regulations and compliance
- Ability to work with accuracy and speed in a team oriented environment
- Superior written and verbal communication skills and basic leadership abilities
- Ability to manage detailed information with minimal errors and complete accuracy
- Able to handle stressful situations caused by high volume and deadlines

#### **5. Physical Demands and Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to work inside a clean, well-lighted, and well-ventilated laboratory. While performing the duties of this position, the incumbent is regularly required to talk or hear. The incumbent frequently is required to use hands or finger, handle, or feel objects, tools or controls. The incumbent is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The incumbent must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the laboratory is usually low and the temperature is kept cool.

#### **6. Note**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude

individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.