

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Medical Lab Technician
Department : Health
Revised : November 2012

Class : Technician
FLSA : Non-exempt

This job description supersedes any prior description for the Medical Lab Technician classification.

GENERAL DESCRIPTION

Technical work in the performance of a limited number of routine and standardized medical laboratory tests. Tests are performed to aid in the diagnosis of disease and treatment of patients. Work is performed with a considerable degree of independence in the application of knowledge and techniques, and requires judgment in monitoring test procedures, quality control, and test interpretation. Work is performed under the supervision of a Public Health Program Supervisor and is reviewed through observation and periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Performs quality controls on medical lab equipment and testing supplies and records results.

Performs laboratory tests including urinalysis by dipstick and microscopic analysis, Hgb and glucose by fingerstick, pregnancy test, inoculation of media to isolate and identify common fungi and bacteria (i.e. gonococcus, gram negative and positive rods), strep test, Hemocults, newborn screenings, influenza tests, H1N1 tests, Bordetella Pertussis tests, and lipid test using Cholestech LDX Machine.

Properly packages and ships lab specimens to appropriate lab facility.

Performs sickle cell and blood lead tests; assists clients in signing consent forms; performs gonorrhea culture plates, smears, and wet mounts.

Tests, selects, and orders supplies, reagents, kits and equipment; keeps inventory of lab supplies.

Maintains and updates the laboratory manual.

Resolves abnormal test results.

Teaches routine procedures and orients new staff to laboratory services.

Performs proficiency testing and monitors records.

Maintains and calibrates lab equipment; cleans lab according to OSHA and CLIA regulations.

Provides test results to requesting clinicians.

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OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of exposure control and universal precautions.

General knowledge of the variety of laboratory procedures applicable to the area(s) of work.

General knowledge of laboratory equipment, instrumentation, and terminology.

Some knowledge of the basic physiological processes being monitored and how the medical laboratory science is applied.

Skill in the use of laboratory equipment and in the performance of procedures including venapuncture.

Ability to make accurate observations and written reports of test results.

Ability to understand and follow oral and written instructions.

Ability to effectively communicate with staff and clients.

PHYSICAL REQUIREMENTS

Physical requirements include standing for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work is likely to cause direct contact with blood or other body fluids to which universal precautions apply. Personal protective equipment is available and must be worn.

MINIMUM EXPERIENCE AND TRAINING

Associate's Degree from an accredited college or university in Medical Technology; or completion of a Certified Laboratory Assistant course in Medical Technology or comparable course and one year of medical laboratory experience; or graduation from high school and three years of medical laboratory experience; or an equivalent combination of education and experience.

**This job description does not create an employment contract,
implied or otherwise.**