



## JOB DESCRIPTION

**Job Title:** Medical Technologist-Technician

**Department:** Laboratory and Radiology

**Reports To:** Lab/X-Ray Manager

### Position Summary:

Perform a variety of routine and/or complex tests on clinical specimens. In addition to laboratory duties, will also do ekgs.

### Qualifications and Requirements:

1. Education, License and Certifications Required:
  - Bachelor's or Associate degree with major in medical technology or related science **AND** Retain a N.D. state license.
  - Certification or eligible as a medical technologist by the Board of Registry of ASCP or the AMT (American Medical Technologist) Agency.
2. Experience Requirements:
  - Experience in a clinical laboratory is preferred but not required.
  - Must to able to read, write, speak and understand English.
3. Special Skills or Training:
  - Ability to work efficiently and accurately
  - Effective communication skills
  - Above average manual dexterity
  - Flexibility and adaptability
  - Ability to work under stress
  - Ability to organize and plan work
  - Must possess knowledge of procedures and instruments in use and use this knowledge to determine the validity of test results.
  - Positive attitude toward all patients and especially the elderly and ill.
4. Physical Requirements:
  - Moderate amount of walking, stair climbing and standing
  - Full range of body motion, including handling and lifting patients
  - Lifting: up to 35 pounds
  - Good general health and visual acuity including normal color vision
  - Ability to communicate with patients, residents, families and personnel
  - Ability to Remain Calm Under Stress

### Essential Duties and Responsibilities:

1. Perform high-quality work with accuracy, speed, safety and cost effectiveness.
2. Ensure patient safety while performing all duties and responsibilities, including maintaining a safe work environment and following established safety and infection control guidelines.
3. Exercise independent judgement within the guidelines of procedure manuals.
4. Perform routine and/or complex tests in the laboratory according to prescribed procedure.

5. Perform tests requiring routine and/or complex instrumentation according to prescribed procedure.
6. Record workload.
7. Calibrate, standardize and maintain instruments following established procedure.
8. Perform quality control to ensure proper functioning of instruments, reagents and procedures. Recognize instrument malfunction and out-of-control results and take corrective action.
9. Prepare reagents, standards and controls according to prescribed procedure.
10. Obtain verification of test results prior to release, if possible. Report test results.
11. Research and develop new procedures as assigned.
12. Charge patient for tests done according to established procedures. Record, send and be responsible for charges to patient for referral specimens, sending all charges to business office for processing.
13. Troubleshoot procedures, reagents and equipment. Request assistance from the supervisor when necessary.
14. Receive written or oral requisitions for laboratory tests.
15. Obtain blood specimens from patients according to prescribed procedure.
16. Record information in log books.
17. Review and verify test results reported by other techs prior to release, whenever possible.
18. Perform on-call services as scheduled including rotating week-ends and holidays.
19. Perform exams out of the scope of practice of limited diagnostic operators.
20. Know and comply with Residents' and Patients' Rights rules.
21. Maintain Patient Confidentiality and protect Patient Information.
22. Attend and participate in orientation, training, mandatory education, in-services, staff meetings, and education courses as instructed to further improve knowledge and skills.
23. Treat Patients, Residents, Visitors and Co-workers with kindness, dignity and respect at all times.
24. Promote teamwork; encourage others to work to the best of their ability.
25. Have a positive attitude; accept change willingly; follow facility rules, regulations and job assignments; accept suggestions well for work improvement; perform well with minimum supervision; do what is requested without complaint; cooperate with supervisor and show respect at all times; speak well of company and job.
26. Lack of absences and tardiness; request changes to schedule infrequently; give timely notice of absences; take allowed time for breaks; willingly come in when called.
27. Follow company dress code.

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all other duties as assigned; I understand the functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

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Employee Signature

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Date