

FAITH COMMUNITY HEALTH SYSTEM

Jacksboro, Texas

LABORATORY TECHNICIAN

JOB DESCRIPTION

January 2024

REPORTS TO: Lab Director

SUPERVISES: None

FLSA STATUS: Non-Exempt

SUMMARY:

The Laboratory Technician/Technologist is responsible for performing moderate and high complexity testing with strict adherence to regulatory requirements. All of the duties and responsibilities will be performed according to laboratory guidelines and procedures.

ESSENTIAL FUNCTIONS

- Adhere to Faith's procedures and protocols to ensure testing is accurate and run in an appropriate manner with strict adherence to our Quality Assurance standards
- Adhere to Faith's Health and Safety guidelines for the protection of each individual working in the laboratory. Training is provided annually and review is provided as needed during staff and team meetings.
- Strong skills in good laboratory practices
- Work as a team member, demonstrating good judgment, adapting to a changing environment, and asking for assistance and guidance as needed. Be self-motivated and aware of the needs of colleagues. Cultivate trust in all relationships.
- Performs all analyses to produce reliable and precise data using automated and semi-automated analyzers and manual techniques
- Responsible for the performance, quality assessment and reporting of assigned analytical test procedures. Calibrates, maintains and operates instruments in assigned area. Documents procedures performed and follows the laboratory's established policies and procedures whenever testing systems are not within the laboratory's defined acceptable levels of performance.
- Performs scheduled preventive maintenance and corrective action as necessary on assigned laboratory instrumentation
- Prepares calibrators and performs assay calibrations according to established protocols
- Prepares quality control material and performs quality control assessments according to protocols,
- Prepares reagents according to laboratory procedures and protocols
- Knowledge of quality control and assurance processes. Assays quality control for each test and documents results
- Interprets, accepts, and releases patient test results and follows protocol for critical values
- Performs or assists with troubleshooting and process improvements
- Maintains sufficient levels of reagent and consumable supplies in assigned area

- Adheres to the laboratory's health and safety guidelines
- Maintains a clean and safe working environment
- Ability to work and meet deadlines in a fast paced, changing environment
- Completes all work during shift without sacrificing quality of care
- Actively contributes to the team effort by volunteering to assist co-workers
- Provides training to other laboratory personnel as needed
- Communicates with coworkers, vendors and clients with tact and sensitivity
- Maintains confidentiality of laboratory information
- Writes legibly and with complete and accurate documentation
- Writes and/or reviews laboratory documents such as procedures and departmental forms
- Works on special projects as needed

PROFESSIONAL REQUIREMENTS

- Adhere to dress code, appearance is neat and clean.
- Complete annual education requirements.
- Maintain patient confidentiality at all times.
- Report to work on time and as scheduled.
- Wear identification while on duty.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Communicate the mission, ethics and goals of the organization.
- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services.

KNOWLEDGE, SKILLS and ABILITIES

- Excellent written, verbal and listening communication abilities.
- Willingness to establish effective working relationships with internal and external customers.
- Ability to manage conflict, stress and multiple simultaneous work demands in an effective, professional manner.
- Ability to work independently, while collaborating with other team members.
- Ability and willingness to self-motivate, prioritize, and be willing to change processes to improve effectiveness and efficiencies. Adapts to changing patient or organizational priorities.
- Ability to make independent decisions in accordance with established policies and procedures. Decisions and problem solving require a combination of analysis, evaluation, and interpretive thinking.
- Computer literacy, including but not limited to, data entry, retrieval, and report generation.
- Must not have any restrictions for physical work for which reasonable accommodation cannot be made.

QUALIFICATIONS

- Minimum education includes an Associate's degree in one of the following: chemistry, human biological science, clinical laboratory science, or medical technician/technology.

- ASCP or AMT certified preferred.
- Also one year of laboratory training and experience in clinical laboratory testing
- In -depth knowledge of complex laboratory techniques, laboratory safety and quality assurance to support ongoing and future projects
- Ability to communicate well through written and verbal means is required
- Proficient with statistical and computer productivity software (i.e. Word, Excel, etc.) required

PHYSICAL REQUIREMENTS

- Full range of body motion including handling and lifting patients.
- Manual and finger dexterity.
- Hand and eye coordination.
- Sitting for extended periods of time.
- Standing, walking and reaching.
- Lifting and carrying items weighing 25 up to 50 pounds.
- Corrected vision and hearing to within normal range.
- Repetitive motions, including reaching above the head, and typing.

Employee Signature

Printed Name

Date

Supervisor

Date

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.