

Claiborne Memorial Medical Center Laboratory
JOB DESCRIPTION

Clinical Laboratory Scientist (Technologist/Technician)

STATEMENT OF PURPOSE:

To provide support for the mission and vision of the hospital through your actions, attitudes, and personal conduct as a team member of your department, an employee of the hospital, and a contributor to the health and wellbeing of the residents of Claiborne Parish; to provide the duties outlined in this job description to the best of your abilities; and to strive for excellent service to your customers.

JOB SUMMARY:

To provide quality clinical laboratory services using current technology

Standard:

Technical competence to perform specimen collection skillfully, laboratory test procedures accurately, and report test results promptly and proficiently per policy and procedure.

GENERAL DUTIES:

1. Support your manager and administration in the implementation of the hospital's mission, vision, and overall goals.
2. Actively participate as a member of your department by providing excellent customer service, identifying areas for improvement and implementing operational changes.
3. Assist your department in providing efficient and effective patient care by actively participating in the orientation process, your department meetings, available educational events, personal performance evaluations and focused counseling opportunities.
4. Promote high standards of performance by exhibiting compassion and professionalism at all times and by being responsible for your actions, attitude, and body language.
5. Communicate in a timely and effective manner using multiple communication mediums. This includes notes, e-mails, phone calls, one-on-one interaction, and participation in meetings.
6. Support performance improvement monitoring by collecting data, reporting incidents, identifying patient care problems and providing performance information to your manager.
7. Assist your manager in meeting departmental budget goals, identifying capital equipment needs, and developing new strategic goals for the department.
8. Follow all departmental and hospital policies. Request clarification and guidance if needed.
9. Keep track of equipment and supplies to make sure your department retains the tools needed to provide patient care and to assure departmental resources are used wisely.
10. Manage your time to assure you clock in and out as scheduled, complete your assignments within the scheduled timeframe, and minimize changes in the departmental work schedule.

Every employee is expected to follow all policies and procedures and to support and participate in programs within his/her department to maintain and monitor Performance Improvement.

Responsibilities:

1. To collect blood specimens skillfully according to policy and procedure
2. To evaluate laboratory specimens promptly and proficiently
3. To notify R.N. or physician of any panic/critical value promptly
4. To participate in all aspects of the work schedule.
5. To maintain laboratory records and equipment.
6. To conduct self in professional manner at all times.

SPECIFIC DUTIES:

1. File laboratory records and make findings available to M.D.
2. Use good body mechanics when lifting or moving patients, equipment, supplies, etc...
3. Follow safety rules and regulations for the department and hospital (including universal precautions).
4. Assist in inventory and purchasing of lab supplies.
5. Participate in all appropriate department and hospital in-services and continuing education.
6. Perform venipunctures, capillary punctures, throat cultures.
7. Verify medical necessity for outpatients where indicated.
8. Process specimens for referral to reference labs.
9. Centrifuge specimens.
10. Enter specimens and results in the LIS.

11. Scan documents into LIS as indicated.
12. Perform specimen testing, documentation, and reporting per policy and procedure.

Qualifications:

1. High school diploma or equivalent with training appropriate for testing performed Sept.1, 1997, or
2. M.D., Ph.D., M.S., B.S., or
3. Associate degree, and
4. Current Louisiana License in clinical laboratory science

PHYSICAL DEMANDS:

1. Walking and/or standing approximately 90% of the day.
2. Sitting approximately 10% of the day.
3. Must be able to lift up to 50 lbs. (no less than 20 lbs.) less than 20% of the day.
4. Must be able to bend, stoop, kneel, and reach over the head less than 10% of the day.
5. Good physical and mental health
6. Free of communicable diseases

DISCLAIMER:

This is not an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks to be performed when circumstances change.

RESPONSIBILITY:

The Clinical Laboratory Scientist (technologist/technician) is directly responsible to the Laboratory Supervisor.

DIRECT REPORTS:

None

By my signature below I affirm that I have read and have understood the above job description.

_____ date

Signature of employee

_____ date

Signature of supervisor

Level of Supervision _____

_____ date

Signature of lab director