

**Northern Rockies
Medical Center**
 **right care. right Here.**

Position: Medical Laboratory Technician	
Department: Laboratory	
Reports To: Laboratory Supervisor	
FLSA Status:	OSHA Exposure Category: I
Effective Date: 10/2008	Revised: 7/2016

Job Objective: Conducts routine tests used in diagnosis and treatment of disease.

Qualifications:

1. Completion of an accredited Medical Laboratory Technician program (NAACLS)
2. Montana Medical Laboratory License
3. Minimum two (2) years' experience in a clinical laboratory preferred.
4. Certified in Basic Life Support with-in 6 months of hire.
5. Knowledge of current medical terminology

Job Duties:

1. Perform routine medical laboratory testing procedures using a variety of laboratory instrumentation.
2. Maintain proper quality control procedures.
3. Perform quality control checks of instrumentation against established standards.
4. Establish and maintain effective working relationship with patients, medical staff and the public.
5. Operate the laboratory information system.
6. Support staff on all shifts and satellite laboratories. Must be able to work extended hours when necessary.
7. Maintain a safe and appropriate work area. Maintain inventory of supplies.
8. Adhere to employer work practices as described in TDC Occupational Exposure Plan policy.
9. Obtain blood specimens by venipuncture.
10. Attend required meetings and participate in committees as requested.
11. Maintain confidentiality of sensitive information.
12. Work as a team member within the laboratory department and all other departments.
13. Ability to perform in all areas of the laboratory including, but not limited to, microbiology, hematology, chemistry and coagulation.
14. Document work processes as required.

Disclaimer – Not all inclusive – other duties as assigned. Every effort has been made to make this position description as complete as possible. However, it in no way states or implies that these are the only duties required. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

Mission: Northern Rockies Medical Center provides quality healthcare that serves our communities in a private, safe and caring environment.

Vision: Northern Rockies Medical Center will be the provider of choice, setting the standard for quality healthcare in the region.

Values: Values PEOPLE

- The needs of the patient come first.
- Patients, families, and staff will be treated with courtesy and compassion.

Values QUALITY

- Excellence through continuous improvement in care and safety.
- Teamwork through the unity of all departments to serve our communities and each other.

Values OWNERSHIP

- Doing what is right.
- Having pride in the work we do.
- Holding ourselves accountable for efficient management of NRMC resources.

Schedule: Primarily weekdays (Monday through Friday from 8 am to 5 pm with 1 hour lunch period). Occasionally may be required to adjust schedule hours to include weekends.

Compliance Plan and Code of Conduct: Northern Rockies Medical Center Inc. is dedicated to the highest ethical standards as it is essential to meeting our commitment to our mission and vision. Individual responsibilities include adhering to our organizational Compliance Plan and Code of Conduct.

- (A) Maintains awareness and understands the organization-wide compliance plan. Familiar with and adheres to NRMC's published Code of Conduct which provides guidance and expectations regarding confidentiality, conflict of interest, billing, controlled substances, Emergency Medical Treatment and Labor Act (EMTALA), payments for referrals, gifts, anti-kickback laws, safety and health, waste disposal, and compliance with antitrust laws, advertising and marketing, discrimination, insider trading and government requests.

(B) Reports any violation or suspected violation of this Code or other hospital policies or procedures to supervisor, Compliance Officer or through the compliance hotline.

(C) Attends and/or completes mandatory training regarding organizational compliance.

Work Environment: Acute care hospital, professional office setting. Area is well lit and ventilated. Possible exposure to marked changes in temperature, humidity, and noise.

OSHA Exposure Category: (I) All procedures or other job-related tasks that involve an inherent potential for mucous membrane or skin contact with blood, body fluids, or tissues, or a potential for spills or splashes of them, are Category I tasks. Use of appropriate protective measures should be required for every employee engaged in Category I tasks.

Dress Code: Must comply with Northern Rockies Medical Center Dress Code Policy Admin.0012 and departmental guidelines.

Physical Demands: Requires repetitive bending, pulling, pushing, kneeling, walking and lifting up to 50 lbs. Visual acuity within normal limits. Must be able to read charts, orders, notes, and office reports.

Employee Certification: I have read the above JOB DESCRIPTION and accept the responsibilities as outlined. I know of no reason that will keep me from performing the duties as described without reasonable accommodations being made by Northern Rockies Medical Center (NRMCM). I agree to inform my supervisor immediately if I am unable to perform as expected.

Employee Signature

Date