

GOOD SAMARITAN HOSPITAL ASSOCIATION
HEART OF AMERICA MEDICAL CENTER
HAALAND ESTATES

MISSION STATEMENT

To deliver compassionate care by advancing the physical and spiritual well-being of the communities we serve through smart medicine and exceptional service.

VISION STATEMENT

To be the provider of choice for healthcare within our communities.

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JOB DESCRIPTION

JOB TITLE: Medical Technologist /CLS NAME: _____
Department: Laboratory Responsible to: Lab Supervisor

QUALIFICATIONS

Bachelor's degree with major in medical technology, microbiology, chemistry or related sciences. Certification as a medical technologist by the Board of Registry of ASCP or the National Certification Agency (NCA) or American Medical Technology (AMT) and licensed or is license eligible for North Dakota State Level I License.

JOB SUMMARY

The Med Tech provides lab analysis and reporting of test results in the Clinical lab. The Med Tech also assists with all lab duties as needed or assigned.

TYPICAL WORKING CONDITIONS:

The work area is mainly in the lab department, but may require the drawing of blood in ICU, Acute Unit, LTC, ER, Surgery, Haaland Estates and the Clinic(s). Age of patients varies from neonatal to geriatrics. The department is staffed 12 hours per week day, 8 hours per weekend day with call after regular hours, during the week and/or weekends.

TYPICAL PHYSICAL DEMANDS:

Requires full range of body motion, occasional lifting and/or transporting of patients. Requires corrected vision and hearing to normal range and good eye-hand coordination. Requires working under stressful conditions at times and exposure to communicable diseases, body fluids and blood. Drawing blood requires bending. Must be able to handle several projects simultaneously. May require lifting up to 50 lbs.

MAJOR DUTIES AND RESPONSIBILITIES for Non-Waived Testing

The Medical Technologist is responsible for specimen processing, test performance and for reporting test results in part or all of the clinical laboratory sections: bacteriology, blood banking, chemistry, hematology, serology and urinalysis. The technologist is responsible to the supervisor of the laboratory.

1. Each individual performs only tests that are authorized by the laboratory director and require a degree of skill commensurate with the individual's education, training or experience, and technical abilities.

- a. Need to keep a current ND licensure, requiring 20 CEU's every 2 years.
2. Each individual performing Non-Waived testing must---
 - a. Follow the laboratory's procedures for specimen handling and processing, test analyses, reporting and maintaining records of patient test results.
 - b. Maintain records that demonstrate that proficiency testing samples are tested in the same manner as patient specimens; must obtain acceptable results.
 - c. Adhere to the laboratory's quality control policies, document all quality control activities, instrument and procedural calibrations and maintenance performed.
 - d. Follow the laboratory's established policies and procedures whenever test systems are not within the laboratory's defined acceptable levels of performance.
 - e. Be capable of identifying problems that may adversely affect test performance or reporting of test results and either must correct the problems or immediately notify the laboratory general supervisor, technical supervisor or director.
 - f. Document all corrective actions taken when test systems deviate from the laboratory's established performance characteristics.

OTHER DUTIES:

3. Operates laboratory equipment, including: Lab computer, automated chemical analyzers, electronic blood cell counter, hematology machines, coagulation machines, centrifuges, Bactec, Microscan, microscopes, and a refractometer.
4. Collects laboratory specimens through direct patient contact and/or advises other health care medical personnel of proper specimen collection procedures. Performs phlebotomies, capillary punctures and venipunctures.
5. Maintains equipment, troubleshoots malfunctioning equipment, corrects malfunctions detected when possible, calibrates equipment.
6. Prepares laboratory reagents and maintains supplies.
7. Participates and is involved in developmental work on new laboratory procedures.
8. Assists supervisor in consultation with other medical personnel on technical aspects of clinical laboratory tests.
9. Integrates and relates test results in making judgments regarding possible discrepancies and confirmation of abnormal results.
10. May be rotated to other laboratory locations and shifts, as necessary.
11. To work with all ages from neonatal to geriatric.

12. Performs other assignments as required.
13. Rotates on week-end and holiday duty at which time tech is responsible for performing work received in laboratory. Rotates "on call" emergency service after normal working hours..
14. When "on call" must be able to perform by oneself, making accurate and applicable decisions. The laboratory supervisor or their substitute is available for more complicated decisions.

15. MAJOR DUTIES AND RESPONSIBILITIES of a General Supervisor

After the 6 month orientation evaluation and 2 years previous experience of Non-waived testing the following also applies:

The General Supervisor is responsible for day-to-day supervision or oversight of the laboratory operation and personnel performing testing and reporting test results.

- a. Be accessible to testing personnel at all times testing is performed and provide on-site, telephone, or electronic consultation to resolve technical problems in accordance with policies and procedures established by either the laboratory director or technical supervisor.
- b. Provide day-to-day supervision of Non-Waived test performance by testing personnel qualified to perform Non-Waived testing under supervision.
HHS will permit individuals employed as of September 1, 1992 under 493.1489(B)(4), and running Non-Waived tests to continue to work in the absence of on-site supervisor as long as the work performed is checked within 24 hours by a general supervisor. This includes Blood banking, Microbiology (with the exception of inoculating specimens to media), Differentials and Microscopic testing.
- c. Be on-site to provide direct supervision when high complexity testing is performed by any individuals qualified under 493.1489 (b)(4).
- d. Monitor test analyses and specimen examinations to ensure that acceptable levels of analytic performance are maintained.

The director or technical supervisor may delegate to the General Supervisor the responsibility for:

- e. Assuring that all remedial actions are taken whenever test systems deviate from the laboratory's established performance characteristics.
- f. Ensuring that patient test results are not reported until all corrective actions have been taken and the test system is properly functioning.
- g. Providing orientation to all testing personnel.

- h Annually evaluating and documenting the performance of all testing personnel.
- i. In the absence of the supervisor/technical consultant, a qualified General Supervisor may be assigned the supervisor duties.

16. SAFETY RESPONSIBILITIES:

STANDARDS:

- a. Familiarizes self with and adheres to ALL facility and department safety policies and procedures.
- b. Completes ALL required annual safety training.
- c. Supports and implements safety into all job responsibilities regarding self, other employees, residents/patients and visitors.
- d. Reports safety violations (or unsafe observances) to supervisor and/or department head immediately.
- e. Promotes a culture of safety to improve employee safety within the facility and/or the department.

17. Responsible for safeguarding the privacy and security of protected health information (PHI) in any form including electronic, written or oral.

STANDARDS:

- a. Responsible for safeguarding any PHI or EPHI seen, used or disclosed during this position's normal job functions as stated in the above job responsibilities based on the HIPAA privacy policies and procedures.
- b. Responsible to conduct any oral discussions to PHI with other staff or with patients and family members in a manner that limits the possibility of inadvertent disclosures.
- c. Responsible for maintaining strict confidentiality with any unintentional access to PHI or EPHI whether written or oral.
- d. Responsible for reporting suspected violations of the safeguarding of PHI or EPHI by any GSHA employee or business associate.
- e. Responsible to ensure that the use or disclosure of PHI **not routinely available** to this position must be coordinated with the HIPAA Privacy Officer or designee.

18. Exhibits professional attitude, leadership role and team member abilities. Maintains a positive professional role throughout the facility and community.

STANDARDS:

- a. Exhibits a positive professional approach when dealing with the public, and demonstrates solution-oriented involvement with problems of facility, staff and patients.
- b. Attendance and involvement in management meetings, CQI, and voluntary groups/committees.
- c. Good communication with subordinates and peers.
- d. Shows initiative and follow-through in work projects.
- e. Values and pursues professional education and self-improvement.
- f. Timeliness of reports, i.e., evaluations, CQI reporting.

19. Hardwiring Excellence – responsible to know and adhere to evidence based leadership to achieve excellence.

STANDARDS:

- a. Standards of Behavior.
- b. Key Words at Key Times – AIDET

TO BE COMPLETED BY EMPLOYEE: "I have read and understand my job description".

Signed _____ Dated: _____

Heart of America Medical Center provides crucial medical services to more than 13,000 people within a 50-mile radius of Rugby, North Dakota.

Founded in 1905 by a group of dedicated ministers, our efforts are sustained by Good Samaritan Hospital Association, a non-denominational, non-profit organization supported by 27 area member churches.

CLIA 88 Sect. 493.1461,.1463
493.1495
Gen supervisor
8/12, 12/2010