

DAVIS COUNTY HOSPITAL  
Job Description

TITLE: Lead Laboratory Technologist/Technician

DEPARTMENT: Laboratory

JOB GRADE:

APPROVED BY: Debbie Scott

FORMER REVISION: NEW

LATEST REVISION: 09/09

LATEST REVIEW:

**This job description covers the most significant duties performed, but does not exclude other occasional work assignments not mentioned.**

DEPARTMENT OBJECTIVE:

1. The Lead Laboratory Technologist assists with the administration and oversight of all aspects of laboratory services, patient testing, Quality Control requirements, and regulatory CLIA guidelines under the direction of a Pathologist and their technical staff.
2. Understands and is integrated into the hospital-wide quality process.

JOB SPECIFICATIONS:

Education & Training: Must have completed an accredited Laboratory certification program.

Must have certification as a Laboratory Technologist/Technician, and maintain CEU requirements for certification as required by the certifying body.

Must attend hospital and departmental required in-services and Assist all lab staff in scheduling to attend also as required

Experience: 3 years of previous experience in all aspects of Laboratory services preferred. 1 year in a leader role is preferred.

Abilities: Able to transport, lift, and maneuver equipment and patients as needed.

Able to operate all aspects of equipment.

REPORTING RELATIONSHIPS:

Reports to: Chief Operating Officer

**JOB SUMMARY:**

To assist with information and guidance concerning the operation of the Laboratory Department. Plans, organizes, assists and oversees (i.e., QA, PI, equipment needs, service agreements, certifications, licensures) activities according to hospital policies and reports to Manager/Senior Leader.

Responsible for the knowledge, awareness and the practice of the Davis County Hospital's Safety, Quality, Behavioral Standards and Corporate Compliance Plan.

**ESSENTIAL FUNCTIONS:**

1. **Patient Care:** Perform Laboratory testing on patients as medically directed or ordered by a medical provider.
  - ◆ Performs all diagnostic collection and testing procedures as ordered by a physician or other qualifying medical provider.
  - ◆ Read testing orders and review patient information for appropriateness and completeness of the orders.
  - ◆ Make recommendations/consults to physicians regarding patient test results that pertain to repeat or additional testing.
  - ◆ Takes accurate physician orders, by telephone and in person. Consults with the Clinical Technical Consultant or Pathologist before testing or patient result changes.
  
2. **Diagnostic Procedures:** Draw/Collect and analyze testing samples.
  - ◆ Set up and operate equipment, monitor quality controls, humidity, and temperatures.
  - ◆ Set up, operate and observe equipment function and adjust equipment to/obtain optimum results.
  - ◆ Inspects and tests equipment to ensure equipment is functioning safely and efficiently. Is able to troubleshoot equipment. Orders repairs when needed.
  - ◆ Records and Billing: Maintains departmental and patient records.
  - ◆ Documents all procedures performed on patient record.
  - ◆ Documents all procedures and generates charges within the department.
  
3. **Departmental operations:** Maintains supply inventory for Laboratory Department.
  - ◆ Assist with supervision and instruction of laboratory and phlebotomy students while in clinical at our facility.
  - ◆ Other duties as assigned to insure efficient operation of the department.
  - ◆ Adheres to and promotes the established values of the organization, i.e., customer service, Behavioral Standards, Safety, Compliance standards and all others.
  - ◆ Responsible for assisting, maintaining professional growth and development through educational programming, conferences, etc.
  - ◆ Participates in community educational programs..
  - ◆ Conducts training for new personnel and assists in developing and implementing continuing education programs.
  - ◆ Works scheduled shifts including weekends, holidays and ON CALL including "Back-up" call for High Complexity testing ( i.e. Blood Banking and microscopic testing).
  - ◆ Will participate in interviewing, selecting, evaluating, training, scheduling and the development of the department personnel and budget.

- ♦ 75% attendance at manager's departmental meetings.
4. As a part of the positions leadership responsibilities, the lead technologist will positively participate in hospital sponsored functions which are in addition to regular job related duties that support and promote the hospital's mission and behavioral standards.

#### MARGINAL FUNCTIONS:

1. Inventory: Maintains proper supply inventory, ordering supplies as necessary.
1. Equipment: Maintains all equipment. Checks all equipment and reports faulty equipment. Performs daily, weekly and monthly maintenance duties on equipment. Assure all equipment meets CLIA guidelines for Quality Control, Maintenance, Calibrations and Proficiency.
2. Performs routine troubleshooting and preventive maintenance on various pieces of equipment.
3. Assure staff technologists comply with licensure and competency requirements.
4. Report personnel issues to the manager/Senior Leader.

#### WORKING CONDITIONS:

1. Employee is subject to inside environmental conditions more than 99% of the time.
2. Is subject to noise: air conditioning and heating system noise, printer noise, patient call system, buzzers and alarms.
3. Works in well-illuminated (fluorescent lighting) climate-controlled indoor environment.
4. May experience occasional interruptions by telephone calls from people needing information.
5. Possibility exists of exposure to communicable disease.
6. Involvement in patient care may result in unavoidable work-related illness or injury.
7. Is occasionally subject to paint fumes and floor wax. Daily is subject to numerous cleaning chemicals. Chemical hygiene and Bloodborne pathogen guidelines are in place for employee safety.
8. Frequent exposure to Bloodborne and body fluid pathogens. Employees in this job classification have been identified as having the likelihood of occupational exposure to blood or other potentially infectious materials, therefore are included in the OSHA Exposure Control Plan with it's specification for preventing contact with the above materials.

**PHYSICAL ACTIVITY REQUIREMENTS:** (Constant = 67-100% of work day, Frequent = 34-66% of work day, Occasional = 33% or less of work day.)

- Constant      **STANDING and WALKING:** The amount of time spent standing or walking varies daily, depending on number and types of treatments scheduled. May be standing or walking for more than 50% of a day. This individual may work in all areas of the hospital. Person must be able to move about to accomplish tasks, particularly for long distances.
- TALK and HEAR:** This individual needs to be able to communicate effectively with patients, staff, other medical service providers, etc., throughout the day.
- SEE:** The ability to see is an essential part of this job, this individual must be able to read and monitor the printouts for EKGs, gauges, conduct chart reviews, scan halter print-outs, etc. these functions are performed daily.
- Frequent      **SITTING:** The time spent sitting varies daily in this position, according to the number and types of treatments. This individual can expect to be sitting approximately 50% of a typical day.
- LIFT, TURN, CARRY, PUSH, and PULL:** This individual is required to transfer and assist patients from sitting to standing, etc. The approximate force required in pounds to assist a 130-pound person from sitting to standing is a maximum of 60 pounds; a 190-pound person requires approximately 140 of maximum force. Some assists may need to be performed with the assistance of another co-worker. Pushing and pulling patients in wheelchairs may be required. The force required for pushing a 130-pound person is approximately 15 pounds and for pushing a 190-pound person, approximately 40 pounds. The equipment used in the respiratory therapy department, with bases on wheels, requires less than 10 pounds of force to move. This individual is required to lift objects from a lower to a higher position or move objects horizontally from position to position.
- REACH, HANDLE, FINGER, FEEL:** The person in this position needs to have good manual and finger dexterity. This is necessary for the proper application of equipment and monitors on patients. In addition, this individual need to be able to open and mix certain medications, handle syringes, etc.
- GRASPING:** Applying pressure to an object with fingers and palm.
- REPETITIVE MOTIONS:** Substantial movements of the wrist, hands, and/or fingers.
- Occasional    **STOOP, BEND, KNEEL, CROUCH, CRAWL:** This individual can expect to bend and kneel occasionally throughout the shift, when setting up and adjusting equipment, or setting patients up on equipment and monitors.

**INTELLECTUAL AND EMOTIONAL REQUIREMENTS:**

2. Must be self organized, able to work independently, and accept responsibility for completion of daily assignments.
3. Must be able to work under stress when confronted with emergency or critical situations.
4. Must be able to work staying within an exact set of limits, tolerance, or standards.
5. Must demonstrate effective communication skills with staff, patients, and families. Must be able to communicate information, as well as certain patient problems and concerns.
6. Willingness and ability to learn basic purpose, practice, and basis of Laboratory services.
7. Learning new techniques, equipment functions, policies and procedures, quickly and effectively as they are revised, devised, and added to the department.
8. Initiative and judgment to complete assignments and make necessary decisions without direct supervision.
9. Able to stay within 30 minutes call time response area.
10. Appearance is to be clean and neat and to have a personality for meeting and working with the public.
11. Stable mental and physical health.
12. To have sight, hearing and tactical senses function well. (Eye glasses, contact lenses, and hearing aide acceptable.)
13. Must have reliable transportation and phone.

TOOLS/EQUIPMENT:

May use screwdrivers and wrenches for disassembling of equipment for minor maintenance and cleaning of equipment.