

**PUNXSUTAWNEY AREA HOSPITAL
POSITION DESCRIPTION**

Position Title:	<u>Medical Technician/Technologist (MT/MLT)</u>	Job Grade:	P-1
Department:	<u>Laboratory</u>	Adopted:	<u>1988</u>
Supervisor:	<u>Laboratory Director</u>	Reviewed:	<u>11/11/07</u>
Employees Supervised:	<u>None</u>		

JOB SUMMARY: Performs various techniques of collection, storage and testing on specimens for use in the diagnosis and treatment of disease. Applies testing techniques in microbiology, hematology, chemistry, serology and microscopy. Performs related duties as needed. Interacts with patients of all statuses and age groups.

MAJOR TASKS, DUTIES AND RESPONSIBILITIES:

ESSENTIAL FUNCTIONS:

Evidences knowledge of the Corporate Compliance, Confidentiality of Information, Privacy (HIPAA), and Ethics policy and adheres to the guidelines of the policy relative to position and licensing standards and other regulations and governing agencies of the organization.

Complies with Punxsutawney Area Hospital policies and procedures, accreditation agency requirements, federal, state or local law and regulations.

Follow established Infection Control and other safety practices.

Adhere to established dress code.

Perform venipuncture, capillary puncture and other collection techniques to obtain specimens for testing.

Perform various functions on the L.I.S.

Perform automated and manual testing procedures on patient specimens following established procedures.

Perform quality control and maintenance procedures.

Maintain records as required.

Maximize productivity during the work shift.

Participate in Performance Improvement initiative.

Maintains competence by participating in continuing education, inservice programs, and staff meetings. Competence is evidenced by meeting standards of performance measured by annual performance appraisal and completion of department specific competencies.

Communicate effectively with patients/clients/customers of all ages and abilities. Perform venipuncture and/or finger punctures on patients of all ages and abilities.

May function as general supervisor at any given time.

Promote a positive image of the Hospital.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements which may be inherent in the position.

QUALIFICATIONS

Education: Baccalaureate or Associate degree from an accredited institution in Medical Technology or related science, or certification by recognized agencies as a Medical Technologist or equivalent.

Experience: Experience and/or knowledge sufficient to meet recognized agency certification with the American Society of Clinical Pathologists or equivalent.

Special Requirements: Possess good interpersonal skills. Visual acuity and color discrimination required.

Job Knowledge: Knowledge in laboratory procedures and standards required. Must have an understanding of the equipment and related supplies used.

WORKING CONDITIONS, HAZARDS: Works in well-lit, temperature controlled environment. Job related hazards are limited to those that can be received through direct contact with patients or specimens. Frequent interruptions.

PHYSICAL DEMANDS: Repetitive arm motion (typing). Sits, stands and walks short distances most of the working shift. Light lifting and reaching short distances.

I have read and I understand the above position description. I accept and agree to fulfill these and other temporary duties as assigned by my supervisor.

Employee Signature

Date

Supervisor Signature

Date

NOTICE OF NONDISCRIMINATION

The Punxsutawney Area Hospital is an equal opportunity employer and healthcare facility and will not discriminate on the basis of race, age, color, national origin, religious creed, sex, or non-job-related disability in its employment procedures as required by Title VI, title VII, and Section 504 of the U.S. Civil Rights Act of 1964. This policy applies to all employment practices including recruitment, hiring, promotion, transfer, education, evaluation, discipline, discharge and termination, as well as to all forms of employee compensation and benefits, and all other terms, conditions and privileges of employment.

The Punxsutawney Area Hospital will not discriminate as outlined above and also will not tolerate discrimination or harassment by any employee, contract service, volunteer, or anyone else affiliated with the facility against another individual. For information regarding civil rights or the grievance procedure, contact the Human Resource Manager at extension 1858.