

LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.

JOB DESCRIPTION

TITLE: MEDICAL LABORATORY TECHNOLOGIST
DEPARTMENT: MEDICAL
SUPERVISOR: MEDICAL DIRECTOR
CLASSIFICATION: FULL-TIME EXEMPT

POSITION SUMMARY:

The Medical Laboratory Technologist coordinates all laboratory services into the primary function of the clinic. This position will be responsible for developing and implementing departmental policies and procedures. The Medical Laboratory Technologist will coordinate and ultimately be responsible for the supervision of all QA/QC lab work.

ESSENTIAL JOB FUNCTIONS:

- Supervises the overall operation of the laboratory. Assists with selection, development and implementation of new policies and procedures applicable to the different processes of the lab.
- Reviews workflow to provide optimal staff coverage
- Monitors and signs all laboratory quality records, identifies quality control problems and works with department personnel to resolve them
- Develops, implements and monitors performance improvement indicators.
- Trains/orients new employees in the theory and procedures of the laboratory.
- Establishes and maintains inventory of lab supplies; assists in the recommendation and justification of capital expenditures.
- Responsible for oversight and documentation of the laboratory performance improvement program according to both C.A.P accreditation standards.
- Assists in the coordination and scheduling of Clinical Laboratory Services with other healthcare organizations and Medical Staff for maximum utilization of resources and maintenance of quality care.
- Ensures daily statistical data, census balancing and bill auditing are properly documented.
- Directs lab operations when the Medical Director is out.
- Other duties as assigned.

EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:

- Bachelor's degree medical laboratory science (MLS). required.
- Must possess a valid California license as Clinical Laboratory Scientist.
- A minimum of 2-year supervisory position preferably as Clinical Laboratory Supervisor.
- Minimum of 1-2 years CLS experience preferred.
- CPR certification

All LCTHC employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the LCTHC policies and procedures as they may from time to time be updated.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Sitting / Mobility: Approximately 20% of time is spent working at a desk. Balance of time (approximately 80%) is spent moving around work areas. Communication: Ability to effectively communicate with co-workers, patients and members of outside agencies, in person, by telephone, and by email. Vision: Ability to view x-ray, medical

records, effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. Lifting / Carrying: Ability to occasionally lift and/or move objects weighing up to 60 pounds. Stooping / Kneeling: Ability to provide patient care, access files/stock supplies in low cabinets and shelves. Reaching / Handling: Ability to use hands to finger, handle, or feel; reach with hands and arms, input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Use of standard medical instruments and equipment, including x-ray, office equipment, computer, telephone, calculator, copiers, and fax. Work is performed in a medical office/clinic environment; continuous contact with other staff and the public.

INDIAN PREFERENCE: Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT: LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and success of LCTHC.

Employees who are under the influence compromise LCTHC’S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

HIPAA Health Insurance Portability and Accountability:

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.

I have read and understand all aspects of this job description

Employee Signature

Date

Supervisor/Dept. Manager

Date

HR Signature

Date