

UW HEALTH JOB DESCRIPTION

MEDICAL LABORATORY TECHNICIAN (MLT)

Job Code: 510014

FLSA Status: Non-Exempt

Mgt. Approval: M. Marggi

Date: September 2018

Department : Laboratory Services

HR Approval: K. Sawyer

Date: September 2018

JOB SUMMARY

UW Health Clinical Laboratory is a comprehensive provider of laboratory testing, expert medical interpretation of specimens and innovation in laboratory technology. The laboratory plays an essential role in the quality and safety of patient care by providing accurate diagnostic and treatment information to caregivers and patients.

The Medical Laboratory Technician (MLT) performs select diagnostic testing and additional basic activities necessary to provide laboratory testing services. Testing scope may cross several laboratory disciplines such as hematology, urinalysis, and/or chemistry. Minimal interpretation and judgment are required to perform analytical processes. With experience, individuals develop proficiency in routine interpretive testing and assessing the validity of test results. Duties may also include phlebotomy, specimen receiving, basic calibration monitoring, maintenance and troubleshooting activities. Test system troubleshooting is clearly described, and equipment maintenance can easily be performed. Resolution of problems requires limited independent interpretation and judgment. Unusual circumstances or problems are referred to lead staff. Individuals work independently, under the general supervision of a laboratory manager.

A high degree of accuracy and reliability is required to ensure results that can assist in the timely diagnosis and treatment of patients. Good communication skills are required during interaction with clinical staff and physicians, i.e., reporting of test results or answering basic questions.

MAJOR RESPONSIBILITIES

A. MLT Responsibilities

1. Performs moderately complex diagnostic tests and limited high complexity testing.
2. Recommends policy changes.
3. Participates in survey readiness activities.
4. Recommends process improvements.
5. Recommends procedure manual changes.
6. Uses knowledge of quality control to review and evaluate test or instrument performance.
7. Performs preventative maintenance on select laboratory equipment or instruments.
8. Performs troubleshooting on select laboratory equipment or instruments. Uses problem solving skills when assessing test result accuracy and reliability.
9. Performs proficiency testing for select procedures.
10. Participates in all relevant quality assurance activities.
11. Assists in gathering data for validations on select instrumentation.
12. Assists with supply inventory.
13. Understands the impact of testing activities on billing and submission of credits (i.e., cancellation or repeat test due to hemolysis).
14. Performs phlebotomy on inpatients and/or outpatients, as required.

B. Training and Competency Testing Responsibilities

1. Trains co-workers in select areas using training materials provided.
2. Participates in the teaching of students in select areas of the laboratory.
3. Provides training in phlebotomy, as needed.

C. General Laboratory Responsibilities

1. Follows guidelines related to Health Insurance Portability and Accountability Act, designed to prevent or detect unauthorized disclosure of Protected Health Information.
2. Promotes culture of safety for patients through proper identification, proper reporting, documentation and prevention of medical errors in a non-punitive environment.
3. Participates in the teaching/training of staff and students (e.g. Clinical Laboratory Science students, residents, new employees others).
4. Communicate regularly with managers to relay problems or concerns.
5. Assist in the total quality management in all aspects of training, testing and quality review. Assist in quality assurance and proficiency testing activities.
7. Attend appropriate meetings as assigned.
8. Participates in continuing education.
9. Perform additional duties as assigned.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

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JOB REQUIREMENTS

Education	Minimum	Associate degree in laboratory science or medical laboratory technology. OR education and training equivalent to an associate degree to include 60 semester hours including either: <ul style="list-style-type: none"> • 24 semester hours of medical laboratory technology courses or • 24 semester hours of science courses
	Preferred	Associate degree in Medical Laboratory Technology Bachelor's degree in medical technology, clinical laboratory science, or chemical, physical, or biological science
Work Experience	Minimum	
	Preferred	One year experience as Medical Laboratory Technician or relevant laboratory experience
Licenses & Certifications	Minimum	
	Preferred	Certification Medical Laboratory Technician by the board of American Society of Clinical Pathologists or similar agency.
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Ability to demonstrate the following skills: <ul style="list-style-type: none"> ○ organizational ○ written and verbal communication ○ attention to details ○ analytical ○ problem-solving ○ computer and information systems • Knowledge of quality control and quality assurance principles. • Ability to demonstrate competence and work independently in all essential laboratory procedures at a level sufficient to perform satisfactorily without supervision • Demonstrate the ability to work under stress in a variety of situations. • Ability to demonstrate good patient relations, as demonstrated by positive patient interactions, professional attitude, and appearance.

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input checked="" type="checkbox"/>	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
<input checked="" type="checkbox"/>	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
<input checked="" type="checkbox"/>	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
<input checked="" type="checkbox"/>	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
<input checked="" type="checkbox"/> Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling	Negligible or constant push/pull of items of negligible weight

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	significant degree.		of arm/leg controls	
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.