

## UW HEALTH JOB DESCRIPTION

### MEDICAL TECHNOLOGIST (MT)

Job Code: 510011	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 Technologist (MT) performs a wide-range of diagnostic testing. The Medical Technologist brings forth the specialized scientific and technical knowledge essential to perform most analytical testing in the Clinical Laboratory. They are responsible for the interpretation and reporting of lab tests. Their teaching and training abilities are of broad lab scope. Individuals are expected to perform some advanced troubleshooting, maintenance, and problem resolution; and instruct other employees. Able to assess specimen quality and test validity. A high level of technical skill is needed for testing methods/systems in which quality control materials and/or external proficiency testing materials are labile or not available. Troubleshooting is not automatic and requires decision-making and direct intervention to resolve most problems. Maintenance requires special knowledge, skills, and abilities. Resolution of problems requires extensive independent interpretation and judgment. Unusual issues or difficult problems are referred to a lead technologist or manager. The scope of testing is limited by specialty education and licensing requirements (i.e., cytotechnologist).

Organizational skill and ability to prioritize test requests are critical to successful performance. Multiple test requests, with different or the same priority, must be effectively organized by the individual in order to maximize diagnostic impact. A high degree of accuracy and reliability is required to ensure results that can assist in the timely diagnosis and treatment of patients. Ability to understand lab testing across departments to aid in diagnosis and treatment. Duties require interaction with clinical staff and physicians, i.e., explanation of test results or answering a variety of questions.

#### MAJOR RESPONSIBILITIES

##### A. Medical Technologist Responsibilities

1. Performs moderate and/or high complexity testing in the clinical laboratories.
2. Skills to operate, calibrate, maintain and troubleshoot analyzers and other lab equipment.
3. Ability to demonstrate competence in all laboratory procedures sufficient to perform at a satisfactory level without supervision.
4. Ability to use good judgement and decision making sufficient to ensure accuracy and quality of lab tests.
5. Performs preventative maintenance on laboratory equipment or instruments. Suggests changes to maintenance schedules to meet the needs of the laboratory.
6. Performs troubleshooting as needed. Uses problem solving skills when assessing test result accuracy and reliability to identify causes for unexpected test results. Serves as a resource less experienced lab staff.
7. Skill to promote good patient relations as demonstrated by positive patient interactions and professional attitude and appearance.
8. Verbal and written communications skills to listen attentively to patient's needs sufficient to answer questions, explain procedures, and give instructions.
9. Ability to work as a team member as demonstrated by good relations with physicians, clinic staff and co-workers.
10. Coordinates workflow/workload as necessary to ensure timely reporting of results. Serves as resource and mentor to less experienced lab staff.
11. Reviews select policies as required (i.e., annual review). Recommends policy changes and assists with communication of policy changes to testing staff.
12. Performs proficiency testing (PT) in areas of expertise.
13. Participates in survey readiness activities. Assists manager in development and oversight of survey activities.
14. Assists with maintenance of procedure manual and communication of changes to testing staff.
15. Assists in gathering data for validations, and with guidance, assists in data analysis.
16. Assists with gathering data for research activities and coordinating communication to testing staff.
17. Assists with activities to support the Laboratory Information System and software changes.
18. Assists with supply inventory using principles of asset management.
19. Understands the impact of testing activities on billing and submission of credits. Provide assistance with billing activities and corrections as required.

##### B. Quality Assurance Responsibilities

1. Assist in the total quality management in all aspects of training, testing and quality review. Assist in quality assurance and proficiency testing activities.
2. Uses knowledge of quality control to review and evaluate test or instrument performance.
3. Assists with gathering quality control data for periodic reviews and under direction adjusts control ranges. Reviews quality control data as requested by manager.
4. Assists with quality assurance activities including Patient Safety Network or variance review.

##### C. Teaching, Training and Competency Testing Responsibilities

1. Provides explanation of testing and test results.

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2. Provides new employee assistance/training.
3. Prepares and presents educational and informative material in and outside of department.
4. Participates in the teaching of Medical Laboratory Technician students, Clinical Laboratory Science students, residents and other clinical staff as directed by manager.
5. Assists with coordinating schedules and gathering data for or assessment of competency.

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

### JOB REQUIREMENTS

Education	Minimum	Bachelor's degree in a chemical, physical, biological or clinical laboratory science, or medical technology.  Or Bachelor's degree must include minimally 60 semester hours or equivalent, that includes either: <ul style="list-style-type: none"> <li>• 24 semester hours of medical laboratory technology courses OR</li> <li>• 24 semester hours – 6 chemistry, 6 biology <u>and</u> 12 chemistry, biology, medical laboratory technology in any combination</li> </ul>
	Preferred	Bachelor's degree in Clinical Laboratory Science (CLS). Master's degree in Clinical Laboratory Science (MLS) or related science or healthcare field.
Work Experience	Minimum	
	Preferred	One year healthcare or lab related work experience
Licenses & Certifications	Minimum	
	Preferred	Certification (Medical Lab Science, Chemistry, Hematology, Microbiology, Blood Banking, Molecular Biology) by the board of American Society of Clinical Pathologists or similar agency.
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Demonstrates the following skills:                         <ul style="list-style-type: none"> <li>○ Flexible, organized and able to prioritize work</li> <li>○ strong written and verbal communication</li> <li>○ strong attention to detail</li> <li>○ strong analytical skills</li> <li>○ strong troubleshooting and problem-solving</li> <li>○ strong computer and information systems</li> </ul> </li> <li>• Knowledge of quality control, quality assurance principles and proficiency testing procedures</li> <li>• Ability to demonstrate strong independent judgement</li> <li>• Demonstrate the ability to work under stress in a variety of situations.</li> <li>• Knowledge of The Joint Commission (TJC), College of American Pathologists (CAP) and Clinical Laboratory Improvement Amendments (CLIA) regulations related to work area</li> <li>• Knowledge of adult training methods</li> </ul>

### 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,

<b>X</b>	Infants (Birth – 11 months)	<b>X</b>	Adolescent (13 – 19 years)
<b>X</b>	Toddlers (1 – 3 years)	<b>X</b>	Young Adult (20 – 40 years)
<b>X</b>	Preschool (4 – 5 years)	<b>X</b>	Middle Adult (41 – 65 years)
<b>X</b>	School Age (6 – 12 years)	<b>X</b>	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.*

<b>Physical Demand Level</b>	<b>Occasional</b> Up to 33% of the time	<b>Frequent</b> 34%-66% of the time	<b>Constant</b> 67%-100% of the time
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	<b>Sedentary:</b> 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.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
<b>X</b>	<b>Light:</b> 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 significant degree.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
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.