

WESTERN U. P. HEALTH DEPARTMENT

JOB DESCRIPTION

JOB TITLE:	LABORATORY TECHNICIAN
DIVISION/DEPARTMENT:	Ancillary Services
REPORTS TO:	Laboratory Technical Supervisor

The Western Upper Peninsula Health Department Regional Laboratory is a medium volume, high complexity laboratory established to increase public health testing capacity within the State of Michigan. We perform Immunoassay and Molecular testing in the fields of microbiology, diagnostic immunology, and chemistry.

POSITION SUMMARY:

Under the supervision of Laboratory Technical Supervisor, performs laboratory testing on patient samples, to help diagnose infections and diseases. Performs only those tests that are authorized by the laboratory director and for which competence has been established.

ESSENTIAL FUNCTIONS:

1. Receive and label patient samples; review test orders/requisitions for completeness. Resolve missing or incorrect data on patient sample before accepting for testing.
2. Follow the laboratory's procedures for specimen handling and processing, test analyses, reporting and maintaining records of patient test results.
3. Complete required logs and data entry for tracking patient specimens.
4. Perform daily maintenance and quality control procedures to ensure laboratory instruments are performing properly; document Quality Control checks.
5. Adhere to the laboratory's quality control policies, document all quality control activities, instrument and procedural calibrations and maintenance performed.
6. Execute laboratory testing according standard procedures, make observations and interpret findings
7. Follow the laboratory's established corrective action policies and procedures whenever test systems are not within the laboratory's established acceptable levels of performance.
8. Be capable of identifying problems that may adversely affect test performance or reporting of test results and must correct the problems or immediately notify the technical consultant, clinical consultant or director.
9. Organize and store all chemicals substances, fluids and compressed gases according to safety instructions.
10. Record all data and results in specified forms (paper and electronic) with accuracy and responsibility.
11. Maintain equipment and assist in ordering laboratory supplies.
12. Ensure that all safety guidelines are followed strictly at all times and maintain a clean and orderly environment.

13. Document all corrective actions taken when test systems deviate from the laboratory's established performance specifications.
14. Operate under the guidance of the Laboratory Quality Management System; participate in quality improvement initiatives.
15. Recommend changes to existing laboratory documents; identify need for new document creation.
16. Participate in required proficiency testing.

JOB QUALIFICATIONS:

1. Bachelor's degree in Medical Laboratory Science or related field. ASCP board certification preferred
2. A minimum of 2 years of experience in a moderate- or high-complexity lab preferred.
3. Ability to work independently while performing all phases of laboratory testing (pre-analytical, analytical, post-analytical).
4. Familiarity with laboratory information systems for logging patient information and reporting test results.
5. Proficient with automated testing platforms (Abbott Architect, Panther, and BD Max preferred)
6. Ability to troubleshoot problems with instrumentation, LIS and sample issues.
7. Excellent communication skills
8. Strong organizational skills
9. Maintains high standards of personal responsibility and integrity in the day to day operation of the Western Upper Peninsula Regional Laboratory.

SPECIAL PHYSICAL AND PSYCHOLOGICAL DEMANDS:

- Must be able to see at a near normal vision acuity level.
- Must be able to speak and hear normal speech and sounds.
- Must be able to continually use one or both hands.
- Must be able to read and comprehend instructions and other materials.
- Must have the ability to pay attention to detail and be accurate.
- Frequent and prolonged periods of walking, standing, sitting, talking.
- Frequent bending, stooping, twisting, kneeling, squatting.

WORK ENVIRONMENT & HAZARDS:

- Western UP Health Department is a Biological Safety Level 2 laboratory that works with agents associated with human diseases that pose a moderate health hazard.
- Laboratory testing personnel conduct procedures that may cause infection from aerosols, splashes, or spills.
- Personnel working in BSL-2 labs are expected to take care to prevent injuries such as cuts and other breaches of the skin, as well as ingestion and mucous membrane exposures.
- Depending on activity, personnel are expected to wear appropriate personal protective equipment (PPE), including lab coats and gloves. Eye protection, masks or respirators and face shields can also be worn, as needed.
- Personnel performing laboratory testing must demonstrate competency in operating and utilizing specialized equipment, including a biological safety cabinet (BSC) and autoclave.

CLASSIFICATION: Non-exempt, Non-bargaining

ADMINISTRATIVE GRADE: A-15

SUPERVISES: This position does not supervise any employees.

APPROVED BY:

DATE:

Health Officer/Administrator

The statements in this job description are not intended and should not be construed to be an exhaustive list of all duties, responsibilities, skills, efforts, or working conditions associated with this job. They are intended to reflect principal job elements and describe the general nature and level of work performed by people assigned to the job.