

Medical Lab Technologist I

Primary Purpose of Organizational Unit

The Jones County Health Department staff serves the citizens of Jones County with primary mission devoted to promoting sound health policies within the community, to preventing and controlling the spread of disease, to facilitating rehabilitation of the disabled and to safeguarding the integrity of the environment. Employees provide a myriad of health and environmental services to the county residents.

Primary Purpose of Position

This position is responsible for serving as the Jones County Health Department Laboratory Manager and acts as the nucleus for providing clinical services for patients. Employee in this position coordinates a variety of services primarily related to conducting and interpreting laboratory testing for the purpose of diagnosing medical problems and diseases. Position is accountable for the compliance with all CLIA regulations, conducts all quality control and proficiency testing, ensures compliance with all applicable federal and state regulations, serves a resource and trainer for other health department staff providing clinical services as well as community college nursing students, develops and maintains laboratory policies and procedures and other required laboratory reporting.

Work Schedule

Work hours are from Monday through Friday from 8:00 am to 5:00 pm. Employee may be required to work some evenings during night clinics or other services. Employee will work various hours during participation in emergency situations or disasters and may be required to work at emergency shelters on an as needed basis. Employee is required to work in any public health emergency including but not limited to natural disasters, man-made disasters, influenza pandemics (e.g. H1N1) or other outbreaks of communicable diseases.

Change in Responsibilities or Organizational Relationship

No changes in Responsibilities or Organizational Relationships since last revised.

Description of Responsibilities and Duties

Position serves as Laboratory Manager and serves as the primary liaison for all communication between the local laboratory and staff in the State Laboratory for Public Health, State Laboratory Director and technical consultant. Employee is responsible for ensuring compliance with applicable federal and state regulations and when questions or problems arise, will contact the regional consultant; employee will develop, implement, monitor and revise laboratory policies and procedures in accordance with local and state policies. In addition, employee is responsible for establishing, maintaining, and monitoring a comprehensive, effective quality assurance program for laboratory services. Responsibilities also include ongoing assessment/monitoring of procedural quality control and development/implementation of all safety practices in the laboratory and makes

ongoing efforts to inform/train other medical staff within the Department. Employee coordinates all functions of the laboratory to provide needed support for other services and overall operation of the local health department. Laboratory priorities are determined and workflows are established to meet the needs of the nurses, physicians and other medical staff.

This position will serve as a resource to management in regard to the assessment of laboratory and clinical needs, staffing, supplies, equipment and space. Employee will test equipment, determine cost effectiveness, develop procedures and ensure all equipment is properly calibrated and maintained in good working order. Employee should know how to operate an autoclave used for maintaining surgical instruments. Position is accountable for all proficiency testing, all documentation to ensure compliance, ensure adherence with CLIA requirements, orient new staff to laboratory procedures and requirements, and promote an awareness and understanding of laboratory services in relation to patient care, environmental conditions and general public health. Employee will process new testing kits, determine the use and value and implement all procedures development. Position is also responsible for participating in the training of students and nurses in the medical laboratory testing in addition to developing and conducting all Blood Borne Pathogens training for health department staff. Employee serves as an integral participant in all Preparedness activities within the county and is involved in all communications, planning and preparedness-related activities. Employee reviews daily the workflows for NCEDSS, employee enters lab results from outside labs into NCEDSS, and notifies clinic nurses of active events in JCHD workflows. Employee will ensure that all clinic exam rooms and lab are adequately stocked with supplies daily.

Employee performs a variety of testing procedures which range from the more routine to complex procedures requiring more in-depth analytical process. As a medical resource to other health department staff, employee may recommend additional testing to better determine causes of medical problems. Testing includes hemoglobin, glucose, urine analysis, pregnancy testing, Hgb a1c, cholesterol, occult blood, microscopic urine, gonorrhea smears and cultures, wet mounts, RPR for syphilis—overall testing falls in all of the testing areas to include clinical chemistries, microbiology, hematology and serology. Employee performs testing and is accountable for the interpretation of test results which require ongoing independence and good judgment. Employee is responsible for the timely documentation of lab results performed in house and the notification of proper clinical staff of any abnormal lab result. Considerable education is provided to both patients and health department staff. Employee is responsible for obtaining and processing specimens for analysis by outside labs including the State Laboratory of Public Health. Employee is responsible for keeping billing staff up to date of changes to outside lab charges. Employee is responsible for the timely review of outside lab results and to notify proper clinical staff of any abnormal lab result.

Position is also accountable for proper inventory of equipment and laboratory and clinic supplies; for purchasing the most cost effective supplies and for monitoring effective dates. Employee must maintain patient confidentiality and must properly organize laboratory to ensure testing is completed accurately and within compliance with all state and federal guidelines. Employee is responsible for the laboratory workflow and must make adjustments as necessary.

Employee will perform other duties and responsibilities on an as-needed basis. Employee will be cross-trained to assist with vital signs, anthropometrics, room cleaning, client intake and client follow-up.

Employee is required to work in any public health emergency including but not limited to natural disasters, man-made disasters, influenza pandemics (e.g. H1N1) or other outbreaks of communicable diseases.

Other Position Characteristics

Accuracy Required in Work

A high degree of accuracy is required to analyze patient samples and report results. Employee must remain aware of laboratory standards, state and federal regulations, proficiency testing and overall quality control and must strive to conduct all work aspects of the position with complete accuracy.

Consequence of Error

Errors in the performance or reporting of laboratory test results can lead to misdiagnosis and inappropriate treatment. Constant errors in the interpretation of test could also lead to a negative impact on the health department in regard to limiting the scope of testing completed as well as presenting a negative image.

Instructions Provided to Employee

Position reports to the Public Health Nursing Supervisor I.

Guides, Regulations, Policies and Reference Used by Employee

The laboratory is operated following universal precautions. All rules and regulations are established and governed by the CLIA 88 and OSHA. Manuals provided include Testing Procedures, Laboratory Policies, Laboratory Safety, Quality Assurance and Chemical Hygiene Plan.

Supervision Received by Employee

Employee functions with a strong degree of independence.

Variety and Purpose of Personal Contacts

Ongoing contact with patients for testing and test interpretation and education, with staff in regard to laboratory procedures and recommendations for further/additional testing, nursing students for training in regard to laboratory services within a health department setting and overall testing procedures, other county employees for the purpose of participating on committees, etc.

Work Environment and Conditions

The majority of the tasks are conducted in the laboratory section of a modern health department. The technologist is exposed to the usual biological and chemical hazards encountered in the laboratory setting.

Physical Effort

The position does not require any excessive physical effort; however, technician stands a large majority of time. Employee may lift heavy equipment from time to time.

Machines, Tools, Instruments, Equipment and Materials Used

Microscope, centrifuge, incubator, appropriate PPE, Hemoglobin, Refrigerator, Freezer, glucose, QC materials for each instrument, thermometers, computers, and blood drawing devices.

Visual Attention, Mental Concentration and Manipulative Skills

Employee must be able to concentrate completely on testing methods.

Safety for Others

Universal precautions are observed to prevent injury to fellow workers and patients.

Dynamics of Work

Changes may occur in the laboratory whenever a procedure is deemed inappropriate or outdated. Also, additions or deletions in state or federal laws may require changes.

Knowledge, Skills and Abilities and Training and Experience Requirements

Knowledge, Skills and Abilities Required

Must be able to follow written procedures, use a microscope, and have knowledge of equipment and instruments, knowledge of a variety of laboratory procedures and terminology. Ability to make accurate observations and written reports of test results. Ability to instruct staff and students in regard to medical testing.

Education and Training

Graduation from a four-year college or university with a degree in medical technology, chemistry or a biological science; or graduation from an associate degree program of medical technology and one year of medical laboratory experience; or completion of a certified Laboratory Assistant course in medical technology or a comparable course and two years of medical laboratory experience; or graduation from high school and four years of applicable medical laboratory experience