



**Marshfield Clinic**  
HEALTH SYSTEM

**JOB DESCRIPTION**

**POSITION TITLE:** Medical Laboratory Technician/Lab Technician

**POSITION NO:** 127

**JOB SUMMARY**

The Medical Laboratory Technician (MLT) or Lab Technician performs in-vitro analysis of biologic specimens according to established procedures for routine and specialized areas of the Laboratory. This individual also participates in supportive functions including but, not limited to quality control, instrument operation, troubleshooting, teaching/training and problem resolution.

**ESSENTIAL JOB FUNCTIONS**

1. Performs accurate analyses in a timely fashion to ensure data is reported within defined criteria to ensure accuracy and quality.
2. Reviews quality control data and patient results for acceptability as part of routine workload.
3. Recognizes problem situations and initiates appropriate action to maintain accuracy and precision of test methods and follows through with documentation and communication to leadership
4. Accurately analyzes and reports result data to designated coordinator for proficiency surveys as demonstrated by acceptable evaluation of such data and assists with survey preparation, distribution and collation as assigned.
5. Answers or appropriately directs inquiries from customers (Internal and External) in an accurate and timely manner.
6. Assist with patient contact activities as required to ensure patients' needs are met in a timely manner.
7. Performs routine and non-routine maintenance on equipment as assigned within the required time frame to ensure equipment is working appropriately and is accurately documented to meet regulatory guidelines.
8. Assists in reagent/supply inventory and uses reagents and supplies in cost-effective manner to reduce waste, reduce cost and assure an adequate supply of working reagents is available for use.
9. Reviews procedures as assigned to ensure current information is provided.
10. Maintains knowledge of routine functions of laboratory computer system to ensure current processes are followed.
11. Assists with the training of new lab staff and students to maintain well trained and knowledgeable staff.
12. Maintains a working knowledge of process improvement methods and tools; participates in projects, as necessary, to improve operations.
13. Participates in lab quality initiatives including accrediting agency readiness.
14. Regular attendance is required in order to carry out the essential functions of the position.
15. Reviews and meets ongoing competency requirements of the role to maintain the skills, knowledge and abilities to perform, within scope, role specific functions.

**ADDITIONAL DUTIES**

- 1. Other duties as assigned.

**JOB QUALIFICATIONS**

**EDUCATION**

*For positions requiring education beyond a high school diploma or equivalent, educational qualifications must be from an institution whose accreditation is recognized by the Council for Higher Education and Accreditation.*

**Minimum Required:** Associate Degree in Medical Laboratory Technology or equivalent (i.e., Military trained – Medical Lab Specialist certificate of training obtained prior to April 24, 1995).

**Preferred/Optional:** None

**EXPERIENCE**

**Minimum Required:** None

**Preferred/Optional:** Medical Laboratory Technician student internship highly recommended. Previous laboratory experience is recommended. Experience with Laboratory Information Systems is beneficial.

**CERTIFICATIONS/LICENSES**

*The following licensure(s), certification(s), registration(s), etc., are required for this position. Licenses with restrictions are subject to review to determine if restrictions are substantially related to the position.*

**Minimum Required:** Certification or eligibility for certification by American Society for Clinical Pathology (ASCP) or (AMT) American Medical Technologist. Certification is required within 6 months of hire.

**Preferred/Optional:** None

**PATIENT POPULATIONS SERVED**

Individuals hired are expected to serve patients of different ages, backgrounds, etc. When performing the essential functions of the role, the individual must identify the patient age group to be served and apply the appropriate care based on the patient’s age and background. The hiring manager is responsible for communicating the patient population generally encountered in the role and is responsible for ensuring the appropriate cultural, age and related training needed to serve the patient populations.

This will need to be completed for each location.

Check appropriate patient age group(s) served or select “Not Applicable”						
<input type="checkbox"/> Infant	<input type="checkbox"/> Toddler	<input type="checkbox"/> Child	<input type="checkbox"/> Adolescent	<input type="checkbox"/> Adult	<input type="checkbox"/> Older Adult	<input type="checkbox"/> Not Applicable

**EXCLUSION FROM FEDERAL PROGRAMS**

Employee may not at any time have been or be excluded from participation in any federally funded program, including Medicare and Medicaid. This is a condition of employment. Employee must immediately notify their manager or the Clinic’s Compliance Officer if they are threatened with exclusion or becomes excluded from any federally funded program.

**ORGANIZATIONAL COMPETENCIES**

- Patient Centered
- Trust
- Teamwork
- Excellence
- Affordability

<b>SPECIAL FACTORS</b>				
<b>Expected Travel and Shift Factors of the Role</b>	<b>Expected Frequency Individual Will Be Requested of Travel and Shift Factors in the Role</b>			
	<b>Frequently Required</b>	<b>Occasionally Required</b>	<b>Seldom Required</b>	<b>Unlikely</b>
Day travel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Overnight travel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
On-call shifts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Holiday shifts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>All employees’ hours are scheduled according to the needs of the department. Occasional changes to Scheduled hours may be necessary when required by workload or departmental deadlines. May require additional hours based on workload, low staffing or emergency situations.</i></p>				

<b>PHYSICAL DEMANDS</b>					
<b>Expected Physical Demands of the Role</b>	<b>Expected Frequency Individual Will Perform the Physical Demands in the Role</b>				
	<b>Continuously (67 – 100%) Greater than 5 hours of 8 hour work day</b>	<b>Frequently (34 – 66%) 2 ½ to 5 hours of 8 hour work day</b>	<b>Occasionally (11 – 33%) 50 minutes to 2 ½ hours of 8 hour work day</b>	<b>Seldom (0 – 10%) Less than 50 minutes of 8 hour work day</b>	<b>Not Present</b>
Bend	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Grasp	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lift and carry 10 pounds or less for a short distance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift and carry less than 35 pounds for a short distance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lift greater than 35 pounds utilizing mechanical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

systems or with additional personnel					
Pivot waist and neck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Push and pull 50 pounds or less	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Push and pull greater than 50 pounds utilizing mechanical systems or with additional personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach less than 5 feet	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach higher than 5 feet	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit with back support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sit without back support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Squat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stand Unsupported	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wrist flexion/extension	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*All employees are required to utilize proper body mechanics, lifting and moving techniques and/or request assistance from additional staff before attempting to lift any weight outside of their physical capabilities and/or provider ordered restrictions. Actual weight(s) of individuals or items to be lifted vary substantially and must be carefully assessed by staff before attempting a lift to minimize the risk of employee injuries and ensure patient safety.*

<b>Hearing and Vision</b>	<b>Requirement</b>	<b>Not a Requirement</b>
Normal vision with/without correction	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Color vision	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Normal hearing with/without correction	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<b>ENVIRONMENTAL FACTORS</b>					
<b>Expected Environmental Factors of the Role</b>	<b>Expected Frequency Individual Will Be Exposed to Environmental Factors Demands in the Role</b>				
	<b>Continuously (67 – 100%) Greater than 5 hours of 8 hour work day</b>	<b>Frequently (34 – 66%) 2 ½ to 5 hours of 8 hour work day</b>	<b>Occasionally (11 – 33%) 50 minutes to 2 ½ hours of 8 hour work day</b>	<b>Seldom (0 – 10%) Less than 50 minutes of 8 hour work day</b>	<b>Not Present</b>
Works indoors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works outdoors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses a computer monitor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works alone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works with others	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works at unprotected heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Works with explosives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to biological agents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Exposure to dust, fumes, smoke, gases, odors, mists or other irritating particles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exposure to excessive noises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to extreme hot or cold temperature and/or changes in humidity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to radiation or electrical energy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exposure to slippery or uneven walking surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exposure to solvents, grease or oils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to toxic or caustic chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exposure to vibration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Around moving machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Operates moving machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other special conditions:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*All employees are required to appropriately dress is based on the area the position resides in and must follow the Marshfield Clinic Health System Personal Appearance (Dress Code) policy and other applicable departmental policies.*

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are essential to the performance of this job, and additional job functions include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**CREATED BY:** Director of Lab Operations, Lab Operations Manager, Director of Clinical Services

**DATE MODIFIED:** 8/14/2023