

Gateway Family Health Clinic, Ltd.

Job Description Form

Division/Department:	Laboratory	
Location:	Any GFHC Site	
Job title:	Laboratory Technician	
Reports to:	Laboratory Supervisor	
Salary Range:	Type of position: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time XX <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours : minimum of 40 per pay period <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt X
General Description: To provide high quality and efficient laboratory services for patients, providers and nursing staff. To work independently or as a team member in a professional, courteous, and informative manner.		
Organizational Expectations: Understands, communicates, and follows the mission, vision and values of the clinic. Works cooperatively with clinic staff as part of a team environment. Prioritizes patient satisfaction and physician satisfaction in the delivery of work duties and responsibilities.		
Education Requirements: <ul style="list-style-type: none">• High School Diploma or GED.• Graduate of CLT, MLT, or Medical Assistant program -ASCP certified or eligible.		
Work experience Requirements: <ul style="list-style-type: none">• Experience preferred in a healthcare, medical office environment.		
Physical Requirements/Exposure potential: <ul style="list-style-type: none">• Able to bend, twist, and lift up to 20 pounds weight.• Must be able to perform all physical demands of the position, keyboarding, word processing, standing, and/or sitting for extended periods of time.• This is considered a high exposure position with potential of regular exposure to pathogens. This employee does require bloodborne pathogen training and protection.		
Responsibilities: <ul style="list-style-type: none">• Obtain specimens using sterile techniques as outlined by the procedure and safety manuals.• Perform and document all equipment maintenance as required by manufacturer and CLIA regulations.• Follow CLIA/OSHA regulations and update as needed.• Process all specimens according to GFHC's or reference lab's protocol.• Verify and update patient data.• Perform in-house testing according to lab procedure for all applicable tests.• Record patient data and maintain daily logs of specimens.• Prepare reagents, controls and calibrators according to lab procedures.• Run and record all controls, including temperatures and humidity levels, trouble shoot when necessary.• Complete proficiency testing quarterly.• Assist with inventory of supplies and restocking as necessary.• Disinfect countertops and instruments at least daily, or according to policy and procedure.• Review lab and safety manual yearly.• Educate patients in a courteous manner with regards to proper collection of specimens, proper diet for accurate test results, and contact name for lab results.• Maintain confidentiality as a priority.• Other duties as assigned.		