



**Open Cities Health Center, Inc.
JOB DESCRIPTION**

JOB TITLE: MEDICAL LABORATORY TECHNICIAN

JOB CLASS: NON-EXEMPT

JOB RESPONSIBILITIES: Under the direct supervision of the Laboratory Manager performs routine technical work in the clinical laboratory using standardized techniques to prepare process and analyze specimens.

DUTIES PERFORMED:

- Collects blood samples from patients.
- Performs routine Hematology, throat cultures, urinalysis, urine pregnancy and other related tests.
- Prepares, stains and interprets slides.
- Performs quality control procedures and provides quality control for Medical Assistants or other medical support staff assisting in the lab.
- Orders laboratory supplies and maintains equipment.
- Maintains laboratory records and prepares reports including Quality Assurance and proficiency test.
- Performs routine infection control procedures.
- Maintain lab inventory and submit annual lab inventory to the Medical Director.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of laboratory operating procedures and policies.
- Skilled in the proper use of laboratory equipment.
- Skilled in performing routine blood and urine tests and cultures.
- Knowledge of laboratory safety practices.
- Ability to follow laboratory procedures as directed.
- Ability to work with people of various racial, ethnic, social and economic backgrounds.

MINIMUM QUALIFICATIONS:

- Completion of two-year associate degree from an accredit school as a Medical Laboratory Technician.
- Six months to one year of work experience.
- Certification from ASCP (American Society of Clinical Pathology) or NCA (National Credentialing Association) as a Medical Laboratory Technician required.

I have read and reviewed the job description for the position of Medical Laboratory Technician. I understand the duties and responsibilities of this job, and agree to perform these functions to the best of my ability.

Signature of Employee

Date