**Open Cities Health Center, Inc.**

**JOB DESCRIPTION**

**JOB TITLE:  Full-Time 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