****

**Coastal Medical Position Description**

**Company:** Coastal Medical, Inc.

**Title:** Clinical Laboratory Technician

**Reports To:** Laboratory Services Manager

**Supervises:** N/A

**Job Summary:** Responsible for preparing specimens for laboratory analysis and ensuring tests have been run and results are received in a timely manner. Also responsible for providing support to the laboratory, physician, and/or medical office with specific daily duties.

**Essential Functions of the Position (***Illustrative Examples Included***)**

* Performs specimen processing/receiving according to established protocols
* Performs laboratory tests and procedures on specimens according to established protocols contained in the procedure manual or as instructed by the Laboratory Manager or Ancillary Director
* Maintains workstation(s) with specific regard to: inventory, quality control and assurance, preventive maintenance and basic housekeeping
* Performs phlebotomy techniques, both venipuncture and finger-stick procedures according to stablished protocols on all age groups
* Maintains all required workflow logs according to established protocols
* Ensures proper distribution of laboratory reports to appropriate clinical personnel according to established protocol
* Operates and maintains laboratory equipment and instruments according to manufacturer and laboratory procedures, including, processing, patient testing, quality control, calibration, preventive maintenance, basic troubleshooting procedures and proficiency testing
* Actively participates in the training and orientation of new employees and/or students
* Adheres to all safety, infection control, HIPAA and confidentiality policies and procedures
* Duties may be modified to meet laboratory needs as directed by the Laboratory Manager or Ancillary Director

**Education and Experience**

* Associates Degree plus graduation from an accredited school of clinical laboratory training or equivalent experience
* Licensed as a clinical laboratory technician by the RI Department of Health or license eligible
* ASCP or NCA certification preferred

**Working Conditions**

* Continuous exposure to specimens and material considered to be highly infectious and hazardous
* Moderate lifting, bending, walking and time on feet
* Operation of electrical equipment/instruments containing moving parts and high-speed centrifugation
* Use and wearing of protective garments and equipment, which may frequently be bulky, hot and require special environmental and physical adaptations
* Travel will be required

**Knowledge, Skills and Ability**

* Ability to work independently
* Neat and friendly appearance
* Must work well with patients and medical staff
* Able to multitask
* Solid computer skills
* Strong attention to detail
* Exceptional customer service skills

**Physical Effort and Dexterity**

* Sit and stand for prolonged periods of time
* Work and move among all departments of Coastal Medical group
* Excellent hand/eye coordination
* Lift up to 25 pounds
* Manual dexterity to operate personal computers and standard office machines and equipment as it pertains to one’s position

**Visual Acuity, Hearing and Speaking**

* To transfer information from paper to computer, from computer to computer, and to communicate in person and on the telephone

*\*This position description does not list all duties of the position. The employee may be asked by his or her supervisor, manager, or director to perform other duties. The employee will be evaluated in part based on the performance of the tasks contained herein.*

**Signatures**

Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please Print)

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*February 2017*