



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> Medical Laboratory Technician		<b>JOB CODE:</b> MLTC
<b>GOVERNMENT – EMPLOYEE</b>		<b>EEO:</b> 3
<b>PAY GRADE:</b> 14		<b>HO-CHUNK PREFERENCE</b>
Exempt	Flex	

*“All employees are subject to the Drug, Alcohol and Controlled Substance Policy.”*

*“This position requires compliance with the Indian Child and Family Violence Prevention Act, 25 U.S.C. Part 3207 (c) and shall be subject to a background investigation as a condition of employment.”*

### **POSITION OVERVIEW**

Responsible for collecting, processing and testing of human blood, urine, and other body fluids to obtain data for diagnosis and treatment of patients. To maintain instruments within the laboratory as well as be able to troubleshoot laboratory equipment.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Daily collects and processes specimens received in the laboratory.
2. Daily preparation and maintenance of pertinent records, reports, statistics, logs, files, and other documents as required in written format and meeting auditory standards of the laboratory.
3. Records accurately and in established format the data for patient’s testing information into the Laboratory Information System (computer) on a daily basis.
4. Provides quality service in pre-analytic, analytic, and post-analytic phases of laboratory testing daily.
5. Participates in all satisfactory performance of approved proficiency testing and departmental quality control activities daily and also quarterly.
6. Assist with calibrating lab equipment in preparation for specific tasks in a Moderate Complexity Testing Laboratory.

### **JOB RESPONSIBILITY**

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Implements operating plans
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with outside and inside customers
Freedom to Act	Subject to regular review by supervisor

### **MINIMUM QUALIFICATIONS**

#### **EDUCATION:**

1. Associate degree in Laboratory Science or Medical Laboratory Technology (MLT) required.
2. Bachelor’s degree is preferred.



**ESSENTIALS:**

1. Proof of meeting the Clinical Laboratory Improvement Amendments (CLIA) 88 Testing Personnel qualification requirements for a Moderate Complexity Testing Laboratory.
2. Proof as a qualified Technologist/Technician under Laboratory Regulations published before March 14, 1990.
3. Must maintain a current license by attending continuing education units (CEUs) during employment.
4. Must have valid driver's license, dependable transportation and proper insurance.
5. Must promote a healthy, non-abusive lifestyle.
6. Must maintain patient confidentiality in accordance with Department Policy, Privacy Act/HIPAA regulations.

**EXPERIENCE:** None Listed

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Possess skill in working with patients of all age ranges with varied background and cultures.
2. Possess ability to troubleshoot instrument problems and perform maintenance.
3. Possess ability to apply critical thinking in various aspects of laboratory systems.
4. Ability to apply mathematical concepts such as fractions, percentages, standard deviation to task such as quality control.

**WORK PLACE RESPONSIBILITY**

1. Maintains a safe and healthy work place environment.

**WORKING CONDITIONS**

1. Work in a Laboratory clinic setting with analyzers, equipment, patients, etc.