



Lakeview Clinic, Ltd. Job Description

Position Title: Medical Laboratory Technician (MLT)

Reports to: Lab Manager

Job Status: Full-Time

FLSA Status: Non-Exempt

Location: Waconia, Chaska, Watertown, Norwood

Travel: As necessary for coverage

Positions Supervised: None

Overview: The Medical Laboratory Technician will perform routine medical laboratory tests for the diagnosis, treatment and prevention of disease. Responsible for operation of the laboratory.

Essential Functions:

In order to accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function of the position to a satisfactory degree. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions. Essential functions of this position include:

- Perform technical laboratory functions including chemistry, hematology, urinalysis, immunology and microbiology.
- Report test results following clinic protocols alerting providers and/or nurses about critical results.
- Ensure quality control in collecting specimens, ensure appropriate sampling and maintain accurate record keeping.
- Maintain laboratory equipment and supplies. Set up, maintain, calibrate, clean, and test sterility of medical laboratory equipment.
- Comply with all laboratory policies and OSHA regulations related to safety, cleanliness and infection control.
- Ensure all quality control protocol are being followed as outlined in Lakeview Clinic, LTD policies and procedures.
- Perform additional duties as assigned by management.

Competencies:

- Knowledge of medical laboratory principles, standards, applications and tests.
- Knowledge of medical laboratory safety, cleanliness and infection control policies and regulations.
- Knowledge of medical laboratory equipment uses and maintenance.

- Accuracy – Ability to perform work accurately and thoroughly.
- Communication – Ability to communicate effectively verbally and in writing.
- Computer Skills – Proficient ability to use a computer and electronic medical record.
- Confidentiality – Maintain patient, team member and employer confidentiality. Comply with all HIPAA regulations.
- Customer Service Oriented – Friendly, cheerful and helpful to patients and others. Ability to meet patients and others needs while following office policies and procedures.
- Detail Oriented – Ability to pay attention to the minute details of a project or task.
- Flexibility – Ability to adapt easily to changing conditions and work responsibilities.
- Positivity – Display a positive attitude and is a positive agent for change.
- Teamwork – Work as part of a team and collaborate with co-workers.
- Working Under Pressure – Ability to complete assigned tasks under stressful situations.

Education and Experience:

- High school diploma or equivalent required
- Associate's Degree or higher preferred
- Medical laboratory experience preferred

Certification and Licensure:

- MLT, ASCP, CPT or AMT certification required

Work Environment:

- Environmentally controlled laboratory environment
- Fast paced environment with occasional high pressure or emergent situations
- Frequent exposure to bodily fluids
- Possible exposure to infectious specimens, communicable diseases, toxic substances, ionizing radiation, medicinal preparations and other conditions common to a laboratory and medical office environment
- May wear Personal Protective Equipment (PPE) such as gloves or a mask
- Frequent interaction with a diverse population including team members, providers, patients, insurance companies and other members of the public

Physical Demands:

- Frequent standing, walking, grasping, carrying and speaking
- Occasional sitting, reaching, bending and stooping
- Lifting, carrying, pushing and pulling up to 50 pounds, with assistance if needed
- Frequent use of computer, keyboard, copy and fax machine and phone