

JOB DESCRIPTION/PERFORMANCE EVALUATION FORM

Position: Medical Technologist/Medical Laboratory Technician

POSITION TITLE: Medical Technologist/Medical Laboratory Tech	DEPARTMENT: Laboratory
APPROVED BY: Click here to enter text.	IHA JOB CODE: Click here to enter text.
LATEST REVIEW OF JOB DESCRIPTION: 09/13	LATEST REVISION OF JOB DESCRIPTION: Click here to enter text.
FORMER REVISION: Click here to enter text.	EXEMPTION STATUS: Exempt Non-exempt X

Job Summary: Responsible for the knowledge, awareness and practice of Davis County Hospital's Safety, Quality (CQI), Behavioral Standards and Corporate Compliance Plan. To perform ALL lab testing in ALL departments daily or alone as being "On Call" would require. Consistently demonstrates a positive attitude. Fosters teamwork by offering assistance to others. Acknowledges and responds tactfully to all requests. Shows consideration in interactions with patients, family, and other healthcare team members by demonstrating listening skills and cooperation. Communicates and interacts with others in a professional responsible, cooperative and positive manner at all times.
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JOB QUALIFICATIONS:
Education and Training: High school graduate or equivalent and have also completed an accredited Laboratory certification program receiving a minimum of an AAS degree, or have a BA in either science or biology and qualified under one of the governing bodies of Laboratory to perform High Complexity Tests.
Licensures/ Certifications: Must have or in the process of acquiring certification as a Laboratory Technologist/Technician, and maintain CEU requirements for certification as required by the certifying body.
Experience: Click here to enter text.
Skills and Abilities: Able to operate all aspects of department equipment. Remain current with new procedures and methods available to the Laboratory.

REPORTING RELATIONSHIPS:	
Reports to: Lead Tech/Ancillary Manager	Supervises: N/A

Security Access: Based on matrix in HR- each position will be assigned "HIGH", "MEDIUM", or "LOW" Employee has access to restricted or confidential patient/financial information and must comply with the terms of Davis County Hospital Security Policies as it applies to their job role.
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JOB PERFORMANCE DEFINITIONS:
5 – Outstanding. Consistently performs above the job expectations, continuously producing high quality results.
4 – Exceeds Job Requirements. Often performs above the job expectations, often producing high quality results.
3 – Fully Competent. Employee successfully performs all essential job functions on a continuous basis. May occasionally exceed performance expectations. An employee who is new in a position, but who has not yet become fully competent may still be rated a “3” if they are progressing at expected levels.
2 – Below Job Requirements. Usually successfully performs most job functions. May occasionally not meet some performance expectations.
1 – Unsatisfactory. Employee may meet some requirements of the job, however, one or more primary job functions need improvement
Reminder: Comments must be added for each area in which the standard has been exceeded (4 & 5's) or the standard is below (2 & 1's). Performance Improvement Plans also need to be developed for standards that is below (2 & 1's). See HR for the PIP form.

Duties and Responsibilities					
The following description of job responsibility and standards is intended to reflect the major responsibilities and duties of the job, but is not intended to describe minor duties and other responsibilities as may be assigned. All are essential job functions according to ADA guidelines and are listed in order of importance.					
	Evaluation				
Adheres to all CLIA,AABB, & CLSI Regulatory guidelines when performing test/tasks in the laboratory.	5	4	3	2	1
Comments: Click here to enter text.					
Performs daily, weekly and monthly maintenance on all equipment according to manufactures guidelines including temp readings and light departmental cleaning.	5	4	3	2	1
Comments: Click here to enter text.					
Completes competency assignments yearly as required by regulatory standards.	5	4	3	2	1
Comments: Click here to enter text.					
Works with other staff to complete Proficiency Testing samples quarterly.	5	4	3	2	1
Comments: Click here to enter text.					
Helps with review of policy and procedure manual for the department	5	4	3	2	1
Comments: Click here to enter text.					
Maintains Laboratory's Standard Work for filing and record keeping of charts, graphs, patient results.	5	4	3	2	1
Comments: Click here to enter text.					

Restocks work areas, including ER and Floor including light cleaning when needed.	5	4	3	2	1
Comments: Click here to enter text.					
Performs daily tasks without supervision (i.e. sample collection, processing, testing and reporting of ALL normal/critical results.	5	4	3	2	1
Comments: Click here to enter text.					
Helps maintain the weekly laboratory inventory.	5	4	3	2	1
Comments: Click here to enter text.					
Helps with the completion of 1 Quality Control Process/Reports for the department.	5	4	3	2	1
Comments: Click here to enter text.					
Participates in at least 1 community awareness/service event.	5	4	3	2	1
Comments: Click here to enter text.					
Attends 75% of all departmental meetings.	5	4	3	2	1
Comments: Click here to enter text.					
Presents at least 1 educational case study or informational report to the rest of the department to increase knowledge and improve job performance.	5	4	3	2	1
Comments: Click here to enter text.					
Attend a Board, Hospital Committee or other Department Staff meeting annually.	5	4	3	2	1
Comments: Click here to enter text.					
Assists in training of new personnel and assists in developing students skills through clinical rotations.	5	4	3	2	1
Comments: Click here to enter text.					

Behavior Expectations for all Employees					
	Evaluation				
Mission and Commitment- Demonstrates commitment to DCH mission and values. Is respectful of all levels of the organization. Inclusive of diverse ideas, backgrounds, cultures.	5	4	3	2	1
Comments: Click here to enter text.					
Personal Characteristics/Ethics- Acts with integrity. Builds	5	4	3	2	1

relationships on trust and respect. Holds self and others accountable; admits mistakes and learns from them.					
Comments: Click here to enter text.					
Customer/Patient Focus- Makes customers/patients and their needs a primary focus. Is dedicated to meeting the expectations of internal and external customers/patients. Represents organization in a positive and professional manner. Solicits customer/patient feedback and uses it for improvement in service.	5	4	3	2	1
Comments: Click here to enter text.					
Teamwork- Actively participates as a team member to work toward completion of goals.	5	4	3	2	1
Comments: Click here to enter text.					
Continuous Improvement- Participates effectively in process improvement changes. Originates action to improve existing conditions and processes. Uses appropriate methods to identify opportunities, implement solutions, and measure impact.	5	4	3	2	1
Comments: Click here to enter text.					
Excellence – Demonstrates passion for excellence in day to day work activities. Delivers high quality results on time, contributes to departmental/organizational quality and / or process improvement efforts.	5	4	3	2	1
Comments: Click here to enter text.					
Collaboration /Communication- communicates and interacts appropriately with all personnel, is open to others' ideas and opinions, supports the department's/organization's efforts, maintains confidentiality, is viewed by others as an example of professional, considerate behavior. Maintains flexibility to adapt to different methods of achieving work-related goals. Open to change.	5	4	3	2	1
Comments: Click here to enter text.					
Stewardship- Works efficiently, utilizes all resources in a cost-effective manner, adheres to organization's policies and procedures, actively seeks ways to reduce cost and conserve resources to improve results. Demonstrates social responsibility. Is green	5	4	3	2	1
Comments: Click here to enter text.					
Orientation- Assists with new employee orientation. Creates a receptive environment for new employees, making them welcome and assisting both informally and formally with new employee orientation.	5	4	3	2	1
Comments: Click here to enter text.					
Dress Code- Wears ID badge at all times. Follows DCH dress code policy.	5	4	3	2	1

Comments: Click here to enter text.					
Attendance- Maintains proper attendance- stays within attendance policy guidelines. Regular/reliable attendance is required. Demonstrates flexibility in scheduling.	5	4	3	2	1
Comments: Click here to enter text.					
Safety- Demonstrates safe work habits and knowledge of all related requirements and practices relative to job assignment. Completes incident reports according to policy for work-related illness or injury. Follows all established infection control practices. Assists in maintaining a safe environment at DCH. Knows emergency plans and participates in all emergency preparedness activities (including drills) in a professional and competent manner.	5	4	3	2	1
Comments: Click here to enter text.					
Physical Demands/Work Environment					
<p>WORKING CONDITIONS</p> <p>The employee is subject to hazards: Chemical Hygiene Plan and Bloodborne Pathogen guidelines are in place for employee safety</p> <p>The employee is subject to atmospheric conditions. Some may affect the respiratory system and the skin: (i.e Fumes, odors, gases) Chemical fume hoods and all PPE are available for the employee for safety.</p> <p>PHYSICAL ACTIVITY REQUIREMENTS</p> <p>Constant = 67-100% of work day</p> <p>Frequent=34-66% of work day</p> <p>Occasional= 33% or less of work day</p> <p>CONSTANT Standing: Particularly for sustained periods of time.</p> <p>Talking: Giving phone results, taking phone orders, giving patients instruction or limited explanation of tests.</p> <p>Hearing: Oral communication as in talking, instrument signals, and patients.</p> <p>FREQUENT Walking: Moving about on foot to accomplish tasks, carrying a Blood Draw Tray or specimens, going from floor to floor, department to department or room to room.</p> <p>Stooping: Bending at waist to draw patient samples in drawing chair or hospital bed.</p> <p>Grasping: Applying pressure to an object with the fingers and palm. Hand and finger dexterity required for pipetting and specimen</p>					

sampling.

Feeling: Finding veins/arteries for blood drawing.

Repetitive Motion: Substantial movements (motions) of the wrist, hands and/or fingers.

On Call: Able to work ON CALL hours traveling and working during sleep period, responsible for regular shifts as usual

PHYSICAL REQUIREMENTS:

LIGHT WORK: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

VISUAL ACUITY REQUIREMENTS:

Work day involves being able to view computer screens, instrument printouts, color charts.

Individual must be able to view some patient samples both macroscopically and microscopically for physicians.

Individual must be able to monitor patients after venipuncture procedure looking for excessive bleeding from puncture sites, bruising, signs of fainting or seizures.

INTELLECTUAL AND EMOTIONAL REQUIREMENTS:

1. Adaptability to making generalizations, evaluations or decisions based on measurable or verifiable criteria.
2. Adaptability to dealing with people beyond giving and receiving instructions.
3. Must be self organized, able to work independently, and accept responsibility for completion of daily assignments.
4. Adaptability to performing repetitive work, or to performing continuously the same work, according to set procedures, sequence, or pace.
5. Adaptability to performing under stress when confronted with an emergency, critical, unusual or dangerous situations; or situations in which working speed and sustained attention are make-or-break aspects of the job.
6. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
7. Must be able to work staying within an exact set of limits, tolerance, or standards.

8. Able to be within 20 minutes of hospital when on call.
9. Stable mental and physical mental health.
10. Learning new techniques, equipment functions, policies and procedures, quickly and effectively as they are revised, devised, and added to the department.
11. Must demonstrate effective communication skills with staff, patients, and families. Must be able to communicate information, as well as certain patient problems and concerns.

TOOLS/EQUIPMENT:

May use screwdrivers and wrenches for disassembling of equipment for minor maintenance and cleaning of equipment.

Goals- mutually set between employee and leader			
		Met	Not Met
Current	1 Click here to enter text.		
	2 Click here to enter text.		
	3 Click here to enter text.		
Future	1 Click here to enter text.		
	2 Click here to enter text.		
	3 Click here to enter text.		

In signing this report the employee does not indicate agreement, but acknowledges he/she has received it. If he/she wishes to add a written statement concerning any part of the report, he/she may use the section below or attach an additional page.

I am attesting that I have reviewed the Employee Confidentiality Statement, the Standards of Conduct, and the DCH Behavioral Standards.

Employee signature/date Department

Manager signature/date

Senior Team signature/date