

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Medical Technologist		Class Code: 001QH4
	FLSA Status: Non Exempt	Salary Schedule: PAT 4	Effective Date: 8-30-13
	Summary: Incumbent serves as a professional and technical liaison between Richmond State Hospital (RSH) and Reid Labs. Incumbent will furnish medical staff with accurate laboratory analyses to diagnose and treat patients.		

Duties:

- Schedules all laboratory work as requested by staff physicians and serving as the liaison between RSH and Reid Labs;
- Maintains records of analyses and sends reports to attending physician;
- Assists ward personnel in proper specimen collection for use in Reid Labs;
- Consults with nursing services medical services and pathologists regarding requested laboratory services;
- Acts as Chairperson of hospital Environment of Care Committee and is responsible for facilitation of the meeting, Joint Commission Standards and all the sub-committee reports;
- Acts as Chairperson of the EOC Committee to assure regular comprehensive environmental surveys are conducted and recorded, coordinate with ----Life Safety and Emergency Management for integration of environmental systems and assure compliance with standards/maintain and guide committee meetings and projects;
- Act as Consultant between RSH Nursing and Reid Laboratory, who has the contract for lab services at RSH;
- Coordinates with the Patient Safety Program concerning requests for environmental compliance;
- Conducts and maintains the fixed asset inventory for RSH;
- Conducts and maintains a current inventory in the warehouse and transitions the ordering and inventory into an electronic system;
- Responsible for entering building, department and hospital data into database to maintain cost analysis data for hospital;
- Works with medical supply clerk and other departments as deemed necessary to keep accurate inventory records of all medical equipment;
- Coordinates provision/use of medical supplies during implementation of Incident Command System;
- Maintains and communicates current inventory and information for all departments on Material Safety Data Sheets (MSDS);
- Maintains and revises emergency procedures for hanging and electronic files located throughout the departments and buildings on grounds;
- Manages the process to communicate recalls to areas affected;
- Serves as back up for the Purchasing Agent for RSH;
- Provides standards compliance assistance for Quality Management;
- Performs related duties as required which may include occasional blood draws.

Job Requirements:

- Ability to obtain certification or registration as a medical technologist;
- Specialized knowledge of standard laboratory techniques, procedures, tests and methods;
- Basic knowledge of fundamental principles of chemistry and bacteriology;
- Ability to communicate with laboratory staff at Reid regarding standard laboratory procedures and results.

Difficulty of Work:

Incumbent receives guidelines from referring physicians regarding special tests to be performed in individual situations and must adequately and effectively communicate as the liaison with Reid Laboratory. Work is broad in scope and requires incumbent to use critical thinking and planning. Uses judgment in determining priorities of scheduling laboratory tests.

Responsibility:

Incumbent is responsible for the efficient functioning of the laboratory including maintenance of supplies and equipment, scheduling of assignments and instructing ward personnel and laboratory staff in procedures to be followed and the overall communication and coordination between Reid Laboratory and RSH.

Incumbent operates the laboratory under the general supervision of the hospital medical director. The referring physician reviews all tests and analyses from the laboratory. Problems in management of laboratory are referred to the medical director at the discretion of the incumbent.

Personal Work Relationships:

Incumbent works with RSH staff, patients and Reid Laboratory staff to ensure agency medical reports are submitted, processed and returned to the appropriate program area upon completion.