

UW HEALTH JOB DESCRIPTION

MEDICAL LABORATORY TECHNICIAN (MLT) – SENIOR FLOAT

Job Code: 510017	FLSA Status: Non Exempt	Mgt. Approval: M. Marggi	Date: September 2018
Department: Laboratory Services		HR Approval: K. Sawyer	Date: September 2018

JOB SUMMARY

UW Health Clinical Laboratory is a comprehensive provider of laboratory testing, expert medical interpretation of specimens and innovation in laboratory technology. The laboratory plays an essential role in the quality and safety of patient care by providing accurate diagnostic and treatment information to caregivers and patients.

The Medical Laboratory Technician Senior Float is a lead position within the clinical laboratory that provides daily support to other laboratory staff with regard to laboratory policies, procedures and workflow. Individuals in this position are responsible for all duties assigned to the MLT Senior in addition to the advanced technical \oversight duties. Resolution of problems requires significant independent interpretation and judgment. Individuals work independently, under the general supervision of a laboratory manager or Director.

All Medical Laboratory Technician Senior Floats perform the General responsibilities listed below in addition to having the oversight of or work in a lead capacity to any of the following: Quality Control, Proficiency Testing, Competency Testing, Training, Continuing Education and Laboratory Information Systems.

Organizational skill and ability to prioritize test requests are critical to successful performance. Multiple test requests, with different or the same priority, must be effectively organized by the individual in order to maximize diagnostic impact. A high degree of accuracy and reliability is required to ensure results that can assist in the timely diagnosis and treatment of patients. Duties require interaction with clinical staff and physicians, i.e., explanation of test results or answering a variety of questions.

MAJOR RESPONSIBILITIES

A. General Medical Laboratory Technician Senior Float Responsibilities

1. Performs moderately complex diagnostic tests and limited high complexity testing.
2. Reviews select policies as required (i.e., annual review). Recommends policy changes and assists with communication of policy changes to testing staff.
3. Participates in survey readiness activities. Assist manager in development and oversight of survey activities.
4. Recommends and implements process improvements.
5. Assists with maintenance of procedure manual and communication of changes to testing staff.
6. Uses knowledge of quality control to review and evaluate test or instrument performance.
7. Performs preventative maintenance on select laboratory equipment or instruments. Suggests changes to maintenance schedules to meet the needs of the laboratory.
8. Performs troubleshooting, and with supervision, performs advanced troubleshooting on select laboratory equipment or instruments. Uses problem solving skills when assessing test result accuracy and reliability to identify causes for unexpected test results. Serves as a resource to other staff.
9. Performs proficiency testing for select procedures.
10. Participates in all relevant quality assurance activities.
11. Assists in gathering data for validations on select instrumentation and with guidance, assists in data analysis.
12. Assists with gathering data for research activities and coordinating communication to testing staff.
13. Assists with supply inventory using principles of asset management. Follows department budget guidelines when purchasing supplies and equipment.
14. Understands the impact of testing activities on billing and submission of credits (i.e., cancellation or repeat test due to hemolysis). Provide assistance with billing activities and corrections as required.
15. Assists with communication and activities to support Laboratory Information Systems and software changes.
16. Performs phlebotomy on inpatients and/or outpatients, as required.

B. Medical Laboratory Technician Senior Float Technical Responsibilities

1. Provide leadership for the testing, interpretation and reporting of results.
2. Review quality control for problem identification and troubleshooting. Use quality control statistics and control procedures such as comparison between methods and results from proficiency testing to identify and or correct performance problems.
3. Serve as the primary technical resource for an area / service.
4. Evaluate and make recommendations of new technology or process improvements to the Service Team.
5. Develop and oversee validation/verification studies for new instruments, methods and tests.
6. Accountable for the oversight of maintenance and performs advanced troubleshooting and problem-solving. Ensures proper instrument calibration and performance.
7. Oversee the inventory of supplies and reagents and apply principles of asset management.
8. Assist with the purchasing functions (interact with purchasing, write specifications, call companies, research and evaluate products).
9. Coordinates workflow to ensure timely reporting of results.
10. Assists manager in implementing schedule changes.

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C. Medical Laboratory Technician Senior Float Quality Assurance Responsibilities

1. Assists with gathering quality control data for periodic reviews. Reviews quality control data as requested by manager.
2. Assist with Proficiency Testing. Reviews Proficiency Testing data and reports data in a timely manner using electronic entry.
3. Provides assistance in follow-up of Proficiency Testing problems.
4. Assists with quality assurance activities including Patient Safety Network or variance review.
5. Serves on laboratory-wide Quality Support and Integration Team as required.
6. Participates in process improvement teams as assigned.

D. Medical Laboratory Technician Senior Float Training and Competency Responsibilities

1. Provides New Employee Orientation assistance as requested by manager.
2. With guidance from manager, prepares and presents educational and informative material in and outside of department.
3. Trains testing staff in select areas of the lab using training materials provided
4. Participates in the teaching of Medical Laboratory Technician students. Participates in the teaching of Clinical Laboratory Science students for select procedures.
5. Assists with coordinating schedules and gathering data for competency assessments.
7. Provides training in phlebotomy.

E. Medical Laboratory Technician Senior Float General Laboratory Responsibilities

1. Follows guidelines related to Health insurance Portability and Accountability Act, designed to prevent or detect unauthorized disclosure of Protected Health Information.
2. Promotes culture of safety for patients through proper identification, proper reporting, documentation and prevention of medical errors in a non-punitive environment.
3. Participates in the teaching/training of staff and students (e.g. Clinical Laboratory Science students, residents, new employees others).
4. Communicate regularly with managers to relay problems or concerns.
5. Assist in the total quality management in all aspects of training, testing and quality review. Assist in quality assurance and proficiency testing activities.
6. Attend appropriate meetings as assigned.
7. Participates in continuing education.
8. Perform additional duties as assigned.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Associate degree in laboratory science or medical laboratory technology . OR education and training equivalent to an associate degree to include 60 semester hours including either: <ul style="list-style-type: none"> • 24 semester hours of medical laboratory technology courses or • 24 semester hours of science courses
	Preferred	Associate degree in Medical Laboratory Technology Bachelor's degree in medical technology, clinical laboratory science, or chemical, physical, or biological science
Work Experience	Minimum	Two years in a clinical laboratory
	Preferred	Three years in a clinical laboratory with emphasis on skills related to work area
Licenses & Certifications	Minimum	
	Preferred	Certification Medical Laboratory Technician by the board of American Society of Clinical Pathologists or equivalent.
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Ability to strongly demonstrate the following skills: <ul style="list-style-type: none"> ○ organizational ○ written and verbal communication ○ attention to details ○ analytical ○ problem-solving ○ computer and information systems • Ability to demonstrate strong independent judgement • Ability to demonstrate competence and work independently in all essential laboratory procedures at a level sufficient to perform satisfactorily without supervision • Knowledge of quality control, quality assurance principles and proficiency testing procedures. • Demonstrated skill with laboratory information systems.

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- Demonstrated leadership skills.
- Knowledge of The Joint Commission, College of American Pathologists and Clinical Laboratory Improvement Amendments regulations related to work area.
- Ability to demonstrate good patient relations, as demonstrated by positive patient interactions, professional attitude, and appearance.
- Knowledge of adult training methods

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input checked="" type="checkbox"/>	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
<input checked="" type="checkbox"/>	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
<input checked="" type="checkbox"/>	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
<input checked="" type="checkbox"/>	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
<input checked="" type="checkbox"/>	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.