

## UW HEALTH JOB DESCRIPTION

### Medical Technologist – Bone Marrow Transplant

<b>Job Code:</b> 510042	<b>FLSA Status:</b> Non-Exempt	<b>Mgt. Approval:</b> B. Campbell	<b>Date:</b> 03.2019
<b>Department:</b> Bone Marrow Acquisition/53250		<b>HR Approval:</b> M. Buenger	<b>Date:</b> 03.2019

### JOB SUMMARY

The Medical Technologist-Bone Marrow Transplant (MT-BMT) performs a wide-range of cell therapy processing including freezing, thawing and cell product minimal manipulation. This position is responsible for the interpretation and reporting of lab tests in order to perform correct calculations to determine freezing quantity per bag and understand what additional cell processing may be needed. MT-BMT is expected to perform some advanced troubleshooting, maintenance, and problem resolution, and instruct other employees. Unusual issues or difficult problems are referred to the Senior Laboratory Development Specialist.

The MT-BMT prioritizes multiple cell processing requests and discusses with the team to maximize cell viability and timeliness of therapy. This position ensures that cellular therapy products meet all clinical, research and accreditation standards. The MT-BMT collaborates with clinical staff and physicians about cell dose or additional processing needed, answers a variety of questions, hands off and communicates regarding cell therapy products.

### MAJOR RESPONSIBILITIES

#### Medical Technologist

- Performs moderate and/or high complexity cell processing in the Clinical Hematopoietic Cell Therapy Laboratory (CHCPL) including cell product labeling and processing (cell freezing, thawing, plasma/red blood cell depletion, cell separation, packaging and shipping), maintenance of chain of custody and chain of identity, collaboration with the clinical team and product transport.
- Ensures appropriate supply and product inventory management, labeling, quarantine, and avoids product contamination and mix-ups.
- Adheres to all applicable Food and Drug Administration (FDA) good manufacturing/good tissue practices and Foundation for the Accreditation of Cellular Therapy (FACT) standards for minimal and more than minimal manipulation.
- Performs troubleshooting as needed. Uses problem solving skills when assessing cellular therapy product analysis to identify causes for unexpected product criteria.
- Coordinates workflow/workload as necessary to ensure timely delivery of cellular therapy products and completion of accurate paperwork and data entry.
- Reviews select policies as required. Recommends policy changes and assists with communication of policy changes to testing staff.
- Participates in survey readiness activities. Assists manager in development and oversight of survey activities.
- Assists with maintenance of standard operating policies and procedures and communication of changes to testing staff.
- Assists in gathering data for validations, and with guidance, assists in data analysis.
- Assists with gathering data for research activities and coordinating communication to processing and clinical staff.
- Assists with activities to support CHCPL specific software changes.
- Assists with supply inventory using principles of asset management.
- Enters charges and understands the impact of cell processing activities on billing and submission of credits and charges.

#### Quality Assurance

- Assists in the total quality management in all aspects of training, testing and quality review.
- Assists in quality assurance and proficiency testing activities.
- Reviews and evaluates cellular therapy product characteristics.
- Assists with quality assurance activities including Patient Safety Network or occurrence righting and review.

#### Teaching, Training and Competency Testing

- Provides explanation related to cell processing and cellular therapy product characteristics.
- Provides new employee assistance/training.
- Participates in the teaching of Medical Laboratory Technician students, Clinical Laboratory Science students, residents and other clinical staff as directed by manager.
- Assists with coordinating schedules and gathering data for or assessment of competency.

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

### JOB REQUIREMENTS

Education	Minimum	Bachelor's degree in a chemical, physical, biological or clinical laboratory science, or medical technology.  Or Bachelor's degree must include minimally 60 semester hours or equivalent, that includes either: <ul style="list-style-type: none"> <li>• 24 semester hours of medical laboratory technology courses OR</li> <li>• 24 semester hours – 6 chemistry, 6 biology and 12 chemistry, biology, medical laboratory technology in any combination</li> </ul>
	Preferred	Bachelor's degree in Clinical Laboratory Science (CLS). Master's degree in Clinical Laboratory Science (MLS) or related science or healthcare field.
Work Experience	Minimum	
	Preferred	One year of healthcare or lab related work experience
Licenses & Certifications	Minimum	
	Preferred	Certification (Medical Lab Science, Chemistry, Hematology, Microbiology, Blood Banking, Molecular Biology) by the board of American Society of Clinical Pathologists or similar agency.
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Demonstrates the following skills: <ul style="list-style-type: none"> <li>○ Flexible, organized and able to prioritize work</li> <li>○ Strong written and verbal communication</li> <li>○ Strong attention to detail</li> <li>○ Strong analytical skills</li> <li>○ Strong troubleshooting and problem-solving</li> <li>○ Strong computer and information systems</li> </ul> </li> <li>• Skilled in operating, calibrating, maintaining and troubleshooting lab equipment</li> <li>• Ability to understand lab testing across departments to verify and coordinate cell therapy.</li> <li>• Knowledge of quality control, quality assurance principles and proficiency testing procedures</li> <li>• Demonstrates strong independent judgement and decision-making skills</li> <li>• Ability to work as part of a team</li> <li>• Demonstrate the ability to work under stress in a variety of situations</li> <li>• Knowledge of The Joint Commission (TJC), College of American Pathologists (CAP) and Clinical Laboratory Improvement Amendments (CLIA) regulations related to work area</li> <li>• Knowledge of adult training methods</li> </ul>

### 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.

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<b>PHYSICAL REQUIREMENTS</b>				
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>				
<b>Physical Demand Level</b>		<b>Occasional</b> Up to 33% of the time	<b>Frequent</b> 34%-66% of the time	<b>Constant</b> 67%-100% of the time
	<b>Sedentary:</b> 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.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
<b>X</b>	<b>Light:</b> 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.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
<b>Other</b> - list any other physical requirements or bona fide occupational qualifications not indicated above:				

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.