

# Loyola University Health System

## Job Description

**Job Title:** MEDICAL LAB SCIENTIST

**Job Code:** 0741

**Department (Name/Number):** MWCC - ONCOLOGY LAB / 13233

**Reports to:** MGR CORE LABORATORY

**Date:** 06/30/2017

<b>FLSA Status</b>	Non-Exempt
<b>EEO Category</b>	50 503
<b>Pay Grade</b>	40 S81

### I. Position Summary:

Supports the delivery of patient care by performing laboratory testing that is utilized in the diagnosis, treatment and prevention of disease. This includes waived, moderate and high complexity testing.

### II. Position Responsibilities:

No.	Percent of Time	Essential Duty	Job Duties
1	70%	Yes	Performs all laboratory testing, including the pre-examination phase in accordance with standard operating procedures and accreditation guidelines to support the delivery of patient care.
2	10%	Yes	Conducts and documents established quality control procedures on analytical tests, equipment, reagents, media, and products; evaluates the results of quality control testing and implements corrective action according to established protocols to ensure the accuracy and quality of patient testing.
3	5%	Yes	Participates in the validation of laboratory methods and procedures to meet the changing health care needs of our patients.
4	5%	Yes	Recognizes and documents problems that may adversely affect test performance or the reporting of test results. Identifies, implements and documents appropriate corrective action or notifies the technical specialist, shift supervisor or manager.
5	5%	Yes	Performs routine maintenance functions to ensure the proper operation of the laboratory equipment.
6	5%	Yes	Participates in the laboratory's proficiency testing program ensuring that these samples are tested in the same manner as patient specimens.

**Complexity Factor: C**

- Work consists of various duties involving different processes and methods. Factors to be considered differ with each assignment, and elements of the work must be identified and analyzed to determine appropriate action. (Ex. Manager, RN, Physical Therapist, Admin Asst, Supervisors, Medical Records Tech)

**Impact Factor: I**

- Moderate impact on a limited phase of Loyola activity. Significant impact on the life and health of students or patients. (Ex. RN, OT II, PT II, Network Analyst, Manager)

**Freedom of Action:**

- Specific, detailed instruction provided for new or difficult assignments. Employee performs recurring tasks independently.

**Supervisory Responsibility:**

- **Staff:** N/A - position does not supervise staff
- **Functional:** N/A - no functional supervisory responsibilities

**Safety Accountabilities:**

- Loyola is committed to providing care that is safe. It is expected that all Loyola employees will perform their job function in a professional and competent manner that constantly seeks to reduce the risk of harm to patients, families and co-workers.

**Quality Improvement Accountabilities:**

- Loyola is committed to the continuous improvement of the services it provides to its patients and their families. All Loyola employees are expected to participate in quality improvement activities.

**Magis & Service Excellence Accountabilities:**

- Responsible for consistently demonstrating our Magis values of Care, Concern, Respect and Cooperation through teamwork and effective communication in an effort to prevent and solve problems and to achieve quality outcomes, patient safety, customer satisfaction and a safe environment.
- Responsible for developing and maintaining an environment of service excellence as outlined in the Service Excellence standards.

**III. Position Requirements:****Minimum Education:**

- **Required:** Bachelors Degree
- **Preferred:** N/A
- **Specify Degree(s):** Medical Technology, Medical Laboratory Science, Biology, or Chemistry
- **Residency:** N/A

**Minimum Experience:**

- **Required:** None
- **Preferred:** 1-2 years of previous job-related experience

**Managerial Experience:** N/A

**Licensure/Certifications:**

- **Required:**
  - Certified Medical Laboratory Scientist (ASCP) or equivalent
- **Preferred:** N/A
- **Other:** Laboratory certification required (ASCP or HEW) • Recent graduates of medical technology training programs or individuals with more than 2 years of relevant laboratory experience may be hired contingent upon obtaining certification within 1 year of their hire date. The HR manager will provide written notice regarding this requirement to applicable individuals following acceptance of the position. • Individuals working in a Medical Technologist II position at LUMC prior to 1985 are exempt from the certification and education requirements and are grandfathered into the MT II roles upon successful completion of in-house training specific to their job competencies. • All individuals in MT II positions must meet the requirements for performing high complexity testing as listed in 42 CFR 793.1489 –1491.

**Computer Skills:**

- **Required:**
  - Basic Keyboarding Skills
- **Preferred:** N/A
- **Other:** N/A

**Typing Words Per Minute:** N/A

**Required Skills:**

- Ability to analyze and interpret data
- Ability to communicate verbally
- Ability to deal calmly and courteously with people
- Ability to deal with stressful situations
- Ability to finish tasks in a timely manner
- Ability to follow oral and written instructions and established procedures
- Ability to function independently and manage own time and work tasks
- Ability to maintain accuracy and consistency
- Ability to maintain confidentiality
- Ability to organize workflow
- Ability to perform basic filing, office procedures and word processing
- Ability to work as an effective team member
- **Other:** N/A

**Personal Relationships:**

- Routine job with interpersonal contact

**Internal Contacts:**

- Within Department
- Cross-departmental
- Physicians

- Students
- Management
- Faculty

**External Contacts:**

- Vendors
- Regulatory Agencies

**Working Conditions:**

- Work takes place on hospital unit or clinical setting
- Continuous exposure to unpleasant physical conditions and/or health & safety hazards

**Physical Demands:**

• **Occasionally:**

- Sitting
- Climb-Stairs
- Climb-Ladder
- Bending
- Crouching
- Lifting/Carrying (Up to 25 lbs)

• **Frequently:**

- Standing
- Walking
- Reaching with Arms
- Finger/Hand Dexterity
- Talking
- Hearing
- Seeing
- Pushing/Pulling

**Writer: MEAGHAN KLUMP 10/24/2013  
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