

# Dilkon Medical Center

## Job Vacancy Announcement #DDH-22-80

Closing Date: 01/09/2023



**POSITION TITLE: Medical Laboratory Technician - Intern**

**DEPARTMENT: Laboratory**

### **Position Summary:**

Under general supervision of the Laboratory Manager, once competency is established, the Medical Laboratory Technician-Intern is responsible for performing general/routine laboratory testing, and performing moderate or high complexity testing in hematology, coagulation, urinalysis, chemistry, microbiology, serology, rapid test methods, and referral specimen processing. The Laboratory is considered a high complexity laboratory by Commission on Office Laboratory Accreditation (COLA). Upholds the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

### **Essential Duties & Responsibilities:**

- Maintains regular attendance and punctuality.
- Dependable in attendance and job performance.
- After sufficient training, performs basic and routine, and unusual tests and studies requiring specialized knowledge and skill in Hematology, Coagulation, Urinalysis, Clinical Chemistry, Enzyme/Hormone Studies, Serology, Therapeutic Drug Monitoring and Microbiology.
- Evaluates requested procedures to determine the suitability of specimen for analysis, requesting new specimen if determined to be unusable.
- Prepares specimens for analysis, ensuring that the physiologic state of the properties is maintained. Reports results to appropriate individuals.
- Prepares reagents and maintains stores of general and special products for functional and specialized assays of hematology, coagulation, urinalysis, chemistry, microbiology, and rapid test methods.
- Conducts quality control procedures on equipment, reagents, and products, and maintains proper records for quality control reports.
- Troubleshoots malfunctions. Makes simple repairs and/or identifies need for external services.
- Participates in the quality assurance programs that will meet Accreditation Association for Ambulatory Health Care (AAAHC), Health Care Finance Administration (HCFA), Occupational Safety and Health Administration (OSHA) and Commission on Office Laboratory Accreditation (COLA) standards.
- Monitors abnormal laboratory results before they are released to the patient medical record.
- Meets and confers with the supervisor concerning policies and procedures, work assignments, supplies and equipment, problems and technical needs of the department.
- Keeps the supervisor informed of work related needs and problems including quality control issues, testing issues, or other issues as required.
- Use proper technique when performing laboratory testing.
- Complies with established laboratory and Winslow Indian Health Care Center Policies and Procedures.
- Cooperates with the staff to achieve goals and maintains good relations with other departments and public relations.
- Receives or collects specimens for testing.
- Determines validity of and reports results.
- Maintains laboratory records and logs as required when performing laboratory duties.
- Assists in maintaining supplies and keeps the Laboratory Manager informed of supply problem or issues.
- Keeps the laboratory area and equipment clean.
- Ability to meet attendance, overtime, and other reliability requirements of the job.
- Requires completion of tasks or duties assigned by a supervisor.
- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and dependable manner with patients, employees and vendors.
- Possess cultural awareness and sensitivity.
- In compliance with all Human Resources requirements.
- Performs other duties as assigned.

### **Minimum Qualifications:**

Bachelor's Degree from an accredit institution in a relevant field such as clinical/medical science, biomedical science, biology, microbiology is required. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

### **Knowledge, Skills, Ability:**

- Must obtain knowledge and skills in clinical laboratory sub-specialties: Chemistry, Hematology, Microbiology, Coagulation, Blood Gas, Urinalysis, Phlebotomy and Clinical Microscopy.
- Knowledge in the proper use of personal safety equipment in a lab environment.
- Must obtain knowledge and skills necessary to provide laboratory testing to a wide range of age groups (neonate-geriatric) and the ability to assess laboratory data and interpret the data. This includes specimen collection (phlebotomy) and specimen processing.
- Must obtain knowledge of quality control testing program, proficiency testing programs, equipment preventive maintenance, calibration, troubleshooting and patient testing procedures, and documentation requirements.
- Knowledge of possible recurring exposure to contagious diseases, including HIV, Hepatitis, and low-level toxic substances.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Ability to utilize Laboratory Information System; RPMS experience preferred.
- Ability to working rotating shifts – morning, day, and evening.
- Ability to remain calm and patient while working under pressure and constant interruptions.
- Ability to wear protective clothing or gear such as laboratory coats, disposable gloves, safety goggles, and masks.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to communicate effectively both verbally and in writing.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

### **Physical Demands:**

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

### **Work Environment:**

Work is performed inside the clinical laboratory building with moderate equipment noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens, pathogenic organisms and operating dangerous equipment or working with chemicals. Exposure to contagious diseases, including HIV, Hepatitis, and low-level toxic substances. The employee is required to wear protective clothing or gear such as laboratory coats, disposable gloves, safety goggles, and masks. Work assignment is rotational through all three shifts: morning, day and evening. Work requires independent work on evening, weekend and holiday shifts. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

**As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.**