SIU School of Medicine
POSITION DESCRIPTION

INCUMBANT: **CSN:** N10964.000

PRESENT CLASSIFICATION: Medical Laboratory Technician II **DATE:**

DEPARTMENT/DIVISION: SIU-Springfield Center for Family Medicine
UNIT: Laboratory

FUNCTION

This position performs a variety of clinical and administrative tasks in the laboratory. To ensure that patients receive optimal laboratory services, this position is responsible for coordinating the entire test result process from obtaining the specimen—to notification of results—to maintaining logs and entering data which track lab and test result detail.

ORGANIZATIONAL RELATIONSHIPS

This individual reports to the Nurse Administrator of the Center for Family Medicine who in turn reports to the Health Care Administrator of the SIU Center for Family Medicine. The Health Care Administrator reports to the Assistant to the Chair of the Department of Family and Community Medicine and to the Executive Director of SIU Center for Family Medicine.

DUTIES AND RESPONSIBILITIES

The following information is intended to be representative of the work performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related or a logical extension of position responsibilities.

Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

95% Direct Patient Care

1. Performs venipuncture blood collection as needed.
2. Instructs patients on proper urine collection techniques.
3. Relays information to the patient regarding proper preparation for various lab tests.
4. Perform lab tests as follow:
   Blood Occult, Feces Screening, Hemoglobin A1C, Cholesterol Screening, Urine Pregnancy Testing, Urinalysis, Protime, Blood count: spun hematocrit and other lab tests as added by administration.
5. Coordinates processing of lab samples to correct reference laboratory.
6. Data entry of patient information and test requisition preparation for samples sent to the reference lab.
7. Documents receipt of laboratory reports from reference laboratory.
8. Notify physician/nurse of all critical lab levels as soon as possible.
9. Ensure safety per OSHA Standards.
10. Communicate with hospitals and outside labs regarding missing information, mistakes or problems with lab samples and orders sent.
11. Schedules lab appointments using GE Business system.
12. Daily use of Touchworks and GE Business scheduling and data entry system.
13. Other duties as assigned.

5% Teaching/Training

14. Teach residents (on their practice management rotation) proper procedures and laboratory techniques.
15. Assist in training medical assistant students.
16. Other duties as assigned.

SKILLS AND ABILITIES NEEDED FOR THE POSITION

Sensitive to the needs of underrepresented minority populations.

KNOWLEDGE REQUIRED FOR THE JOB

1. Medical terminology, medical records practices and billing procedures.
2. Mathematical ability and detail- oriented focus
3. Ability to perform multiple routine tasks efficiently and accurately.
4. Personal and professional demeanor in interaction with patients, physicians, residents, staff and visitors.
5. Ability to work under pressure and amid constant interruptions.
6. Effective communication skills, both oral and written

RESPONSIBILITY

A. Supervisory Control – The supervisor, as needed, assigns duties. The employee establishes the procedures with the assistance and approval of the supervisor. The employee will then be expected to work independently, except for the occasional consultation with the Supervisor.

B. Guidelines – Guidelines for the position are set originally with residency faculty. The administrative nurse is responsible for seeing that the guidelines are followed through.

DIFFICULTY

A. Complexity – Must be able to multi-task and adapt to changes in physician needs and requirements.

B. Scope and Effect –The employee in this position directly affects patient satisfaction and health outcomes. The position is extremely important for resident training.

ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES

Participates in meetings, trainings, and other environmental, health and safety activities as required by SIU School of Medicine.

PERSONAL CONTACTS

This individual will have daily contact with faculty, residents and staff at the Center, as well as patients and other individuals outside the Center. In addition, this individual will work with staff from affiliated hospitals.

WORKING CONDITIONS

No risks or discomforts are anticipated in this position. Will be required to provide direct patient care including working in the clinic and in the laboratory. Also includes knowledge about and the safe handling of body fluids.

See attached Physical & Environmental Requirements form.

SIGNATURES:

INCUMBENT: _____ DATE _____
Incumbent

REVIEWED BY: _____ DATE _____
Samantha Smith, RN, BSN, Supervisor

APPROVED BY:_____ DATE _____
Christina Grams, LPN, Health Care Administrator

_____ DATE _____
Bobbie Schilling, Assistant to the Chair

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: **0256, Technician II, Medical Laboratory**

Position No. (If applicable): **SMS.CS.N10964.000** Department: **Family and Community Medicine/Springfield-SMS**

WORK ENVIRONMENT: ***(Check all applicable environments)***

☐ **Office**	☐ **Hospital**
☒ **Clinic**	☐ **Warehouse**
☐ **Research Laboratory**	☐ **Outdoors**
☒ **Other (Be Specific):** **Lab**	

PHYSICAL DEMANDS:	Seldom	Occasionally	Frequently	Constantly	N/A
(Indicate frequency of activity during performance of position duties)	(Performed rarely less than 2% of the time)	(Performed less than 25% of the time)	(Performed 26% to 50% of the time)	(Performed 51% or most of the time)	
(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)					
Reading	○	○	○	●	○
Writing	○	●	○	○	○
Speaking	○	○	○	●	○
Close visual acuity	○	○	○	●	○
Travel	○	○	○	○	●
Hearing - Conversation	○	○	○	●	○
Hearing - Other Sounds	○	○	○	○	●
Stooping	○	○	●	○	○
Squatting	○	○	●	○	○
Gross hand manipulation	○	○	●	○	○
Fine hand manipulation	○	○	○	●	○
Working in dust, fumes, gases, or irritants	○	○	○	○	●
Working at heights	○	○	○	○	●
Working in extreme cold, heat and/or humidity	○	○	○	○	●
Working in close quarters	○	○	○	○	●
Climbing	○	○	○	○	●
Operating motor vehicles	○	○	○	○	●
Sitting	○	○	●	○	○
Standing	○	○	●	○	○
Walking	○	○	●	○	○
Working above shoulder level	○	○	○	○	●
Twisting	○	○	○	○	●
Kneeling	○	○	●	○	○
Pushing or pulling	**Less than 5 lbs.**				○
Carrying	**Less than 5 lbs.**				○
Lifting	**Less than 5 lbs.**				○
Other (Please list):	○	○	○	○	○

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

I have read, understand and am capable of meeting the physical and environmental demands of this position.

Supervisor Signature _____ Date _____ Supervisor Name **Samantha Smith, RN, BSN**

Employee Signature _____ Date _____

HR-0195S
01/10

Clear | Print | Physical Demands Definitions