

Sam Houston State University Human Resources

Staff Classification Description – Medical Technician

Skill Category: Technical Para-Professional

Position (Employee) Class: 4N220 (N1)

Grade: 11

Date: 11/2014

Department: Student Health Center

Educational & Experience Requirement: Associate Degree from a fully accredited Medical Technologist/Technician program. Current certification/registration as a Medical Technician or Technologist (American Society for Clinical Pathology (ASCP), American Medical Technologists (AMT), and Medical Laboratory Technician (MLT)). One year experience as a Medical Technician or Technologist. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Performs professional clinical laboratory procedures in all areas of the Student Health Center Laboratory. Performs testing procedures in the laboratory and reports the results to the practitioners for evaluation.

Supervision Given & Received: Works under general supervision and receives medical oversight from Medical Director.

Primary Responsibilities: Collects specimens, performs diagnostic testing, and sends out specimens to reference lab in accordance with practitioner's orders. Keeps records and overall laboratory operations in accordance to Clinical Laboratory Improvement Act/Amendment (CLIA) regulations and all other pertinent regulations, policies, procedures, and protocols, responsible for CLIA recertification and site visits. Advises Director of needs associated with laboratory operations and collaborates regarding The Accreditation Association for Ambulatory Health Care (AAHC) guidelines and quality improvement programs. Responsible for all laboratory inventory orders and appropriate paperwork. Serves as intermediary between Student Health Center and the reference lab as necessary and the laboratory interface through electronic medical records. Works with computers and electronic records. Assists in quality improvement and quality improvement studies. Conducts general laboratory training and annual training competencies with clinical staff and responsible for periodic lab training for all nurses and updating reference books as needed. Documents Quality Control, Quality Assurance, and Proficiency Testing. Manages contracts and maintain proper preventative maintenance on all laboratory equipment. Performs phlebotomy on patients as needed. Performs other related duties as assigned.

Other Specifications: Mental alertness, knowledge of equipment, familiar with standard lab testing practices, electronic medical records and computers and additional office equipment. Phlebotomy skills required and ability to collect venous blood samples. Responsible for accurate microscopic analysis on various body fluids, proper collection, processing and accurate test reporting on various Clinical Laboratory Improvement Act/Amendment CLIA waived kit tests. Knowledgeable of CLIA guidelines and requirements and basic laboratory safety and precautions. Ability to troubleshoot, multitask, problem-solve with no supervision.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.