

**LABORATORY TECH III  
POSITION DESCRIPTION**

DEPARTMENT: Laboratory  
SUPERVISOR: Laboratory Manager  
EMPLOYEE STATUS: Regular, Full-time or Regular, Part-time  
WORK SCHEDULE: Monday-Friday (Saturday, Sunday, and holidays as needed)  
Hours: "On Call" rotation for nights and week-ends  
Total Hrs/Wk: Full Time or Part Time  
WORK LOCATION: RRVBC

**GENERAL SUMMARY:** Responsible for specimen processing, test performance and reporting test results. Performs, completely and accurately, all routine and non-routine testing in all areas of the Laboratory. Performs, completely and accurately, all component preparation from whole blood and apheresis collections, computer data entry, and secondary processes (filtering, concentrating, irradiating, pooling, washing). Is familiar with all instruments used in testing, distribution, and storage, and is responsible for performance of any maintenance, quality control, calibration, and trouble-shooting of each instrument. Performs inventory projections and appropriate quality control. Follows all department procedures and policies. Identifies and corrects problems in testing and processing that may effect the safety, purity, and potency of the blood products. Assists in all areas of the Laboratory including the Component and Distribution Departments as needed. Maintains excellent customer service to RRVBC service hospitals, donors, patients, physicians, staff, and the public.

**REQUIREMENTS:**

- Education:
1. Bachelor's degree in a chemical, physical, biological, or clinical laboratory science, or medical technology from an accredited institution.
  2. Associate's degree in a laboratory science, or medical laboratory technology from an accredited institution
  3. See 42CFR 493.1489

Experience: None necessary

License: Must be certified (or eligible) at the Medical Technology level by one of the following professional organizations: ASCP Board of Registry, NCA (CLP), ISCLT, AMT, HHS (HEW), or equivalent state examination.

Other Skills: Must be detail oriented, able to work independently, and communicate effectively with staff members, physicians, and other health care professionals.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Required Knowledge and Skill Level**

Knowledge:	Advanced and Technical
Reading:	Technical
Writing:	Technical
Communication:	Person-to-person, phone, group discussion, group presentation
Computing:	Data Entry, Validation, Word Processing
Logic:	Problem Solving, Calculations
Equipment:	Operation, Maintenance, Trouble Shooting, Some Repair
Administrative:	Record Keeping, Training, Reporting
Clerical:	Filing, Record Keeping

**PHYSICAL DEMANDS:**

Medium Work: Walking and/or standing for extended periods with occasional sitting. Bending, stooping, and reaching above shoulder level. Must have the strength and ability to exert up to 50 lb of force to occasionally carry, lift or move objects. Must have small muscle motor skills and vision to perform the component duties. Cannot be color blind. Basic keyboarding skills.

**WORKING CONDITIONS:**

Inside, climate controlled (62-82 degrees)  
Occasional brief times in the Walk-in freezer (<-20 C)

**EQUIPMENT OPERATION:**

Laboratory Testing Equipment  
Component Manufacturing Equipment  
Computer Workstation  
Bar Code Readers  
Label Printers  
Document Printers  
Refrigerators and Freezers  
Platelet Incubators  
Hematology Instrument  
BacT/ALERT  
Fax Machine  
Distribution Equipment  
Blood Irradiator  
RRVBC Pagers and cell phones

**TRAINING REQUIREMENTS:**

Annual cGMP Training  
Annual OSHA Training  
New Instrument Training - with development of new instrumentation or procedures.  
Annual Radiation Safety Training  
Periodic Inservices

**FUNCTION:**

ESSENTIAL FUNCTIONS: Please note the Essential functions of the position are defined by an "E" immediately following the number of the identified essential function, such as "J1E" would indicate that this function has been identified as an essential function of this position.

**General Requirements**

- G1E Follow RRVBC policies
  - a. Maintain confidentiality of donor/patient information
  - b. Maintain confidentiality of employee information
  
- G2E Follow RRVBC Security Policies
  - a. Ensure computer access security
  - b. Ensure facility security
  
- G3E Follow Standard Operating Procedures to perform job duties
  - a. Record data in a timely manner
  - b. Confirm records are accurate and complete
  - c. Ensure records are legible and neat
  - d. Make changes only as directed in SOP
  
- G4 Adhere to RRVBC safety policies
  - a. Practice safe work habits
  - b. Document and report occupational injury/illnesses
  - c. Implement safety corrective action
  
- G5 Adhere to RRVBC attendance policy
  - a. Notify supervisor when ill or other serious reason
  - b. At work station and ready to begin work at start of shift
  - c. Less than 3 occurrences of absence in a 3-month period
  - d. Less than 4 occurrences of tardiness in a 3-month period, if applicable

**Critical Control Points**

- 1E Performs specimen processing.
- 2E Performs all routine and non-routine testing in all areas of the laboratory completely and accurately.
- 3E Performs primary labeling on blood components
- 4E Performs secondary processes and labeling on blood components.

- 5E Performs complete and accurate data entry into the computer.
- 6E Receives and fills orders for blood components and supplies.
- 7E Performs QC and Maintenance, calibration, validation and trouble-shooting on department equipment.
- 8E Performs product QC on blood components.
- 9E Adheres to the departmental procedures and policies.
- 10E Identifies, corrects, and documents problems that may adversely effect the safety, purity, and potency of the blood products.
- 11E Assists in all areas of the Component/Distribution Departments as needed.
- 12E Maintains excellent customer service to RRVBC hospitals, physicians, clinic, patients, donors, the public, and other RRVBC staff.
- 13E Reviews and revises department SOPs.

### **Job Requirements**

- J1E Perform departmental duties as needed
  - a. Calculate inventory requirements and relay information to Lab Manager
  - b. Communicate with hospitals regarding their projected needs
  - c. Arrange for pick-up and deliver of products with local courier service
  - d. Perform supervisor evaluation and review in supervisor's absence

### **Other Requirements:**

- O1 Demonstrates understanding of being an engaged employee
  - a. Takes responsibility for behavior and actions
  - b. Proactively seeks out additional training or learning assignments
  - c. Contributes and responds to ideas that support RRVBC goals
  - d. Takes pride in appearance
- O2 Demonstrates understanding of being a productive team member
  - a. Contributes to the success of others
  - b. Interacts and works effectively with others
  - c. Treats others with dignity, courtesy and equality
  - d. Talks to people not about them
- O3 Demonstrates understanding of having a productive relationship with their Supervisor or Manager.
  - a. Willing to perform other duties as assigned
  - b. Volunteers for extra assignments and duties
  - c. Meets agreed upon deadlines set by themselves and Supervisors/Manager
  - d. Asks for feedback and understands that getting feedback is an opportunity for growth and understanding.
  - e. Communicates progress of tasks, setbacks and success.

- O4 Demonstrates understanding supporting RRVBC and its Vision, Mission and Values
- a. Puts the “customer first” (internal, external and donors)
  - b. Meets and greets the “customers” with a smile
  - c. Is helpful and courteous to the “customers”
  - d. Recognizes that change will always occur and embraces it
  - e. Manages time effectively
  - f. Treats the equipment, facility, budgets and customers as if the owner.
  - g. Thinks before acting, making sure comments and actions reflect the highest ethics.