JOB DESCRIPTION

I. POSITION

Medical Technologist (Clinical Laboratory Scientist)

II. SUMMARY

The Medical Technologist is responsible for tasks related to the production, testing, storage, transportation, and disposal of blood and blood components for the Northern California Community Blood Bank (NCCBB), under the supervision of the Technical Director. The Medical Technologist performs component procedures and reference immune-hematological testing. The Medical Technologist participates in the implementation of new procedures, performing tasks including but not limited to Standard Operating Procedure (SOP) revisions, training, and validation of new equipment and processes.

In the absence of the Technical Director, the Medical Technologist assumes 24 hours supervisory responsibility for all laboratory staff and activities, excluding certain delegated duties specified under the Clinical Laboratory Improvements Act (CLIA).

III. ESSENTIAL FUNCTIONS

A. Provides a positive leadership role model for all employees, in a manner consistent with the company’s mission statement, vision and values.

B. Meticulously follows company policies and procedures and AABB (formerly American Association of Blood Banks), Food and Drug Administration (FDA) and State laws, regulations and standards at all times.

C. Maintains accurate, concurrent and comprehensive records of all tasks, actions and procedures as appropriate in the Blood Bank Computer System (BBCS) or manually.

D. Performs or oversees all functions pertaining to production, testing, storage and transportation of blood products.

E. Performs reference laboratory duties including testing of blood samples and blood products and reagent inventory. Communicates and consults with hospital, physician and laboratory staff while working to meet patients’ needs. Anticipates and troubleshoots any associated problems.

F. Performs 24-hour On Call status as assigned, responding in a timely manner to requests for blood product services after business hours. Provides after-hours supervision and assistance to other NCCBB staff or area medical personnel as needed.
G. Donor Testing:

1. Receives blood product test results. Releases blood products for distribution or quarantine as appropriate.

2. Participates in the notification of donors, physicians and public health officials of positive test results as appropriate and indicated by standards, regulations and SOP.

3. Participates in the investigation, retesting and notification of donors and patients for cases of possible transfusion associated disease.

4. Participates in the investigation, retesting and notification of donors for cases of possible blood donor re-entry.

H. Quarantines and removes suspect units from production based upon review of production records, QC or validation result review, suspected deviation from SOP or other documented reason.

I. Alerts the Technical Director or other management staff to potential problems or errors, initiating quarantine or incident/variance reports as necessary.

J. Performs or oversees required Quality Assurance (QA) and preventative maintenance procedures.

K. Performs and submits proficiency surveys in a timely manner.

L. Maintains up-to-date knowledge of blood banking theory and advances in laboratory sciences. Reviews scientific and technical literatures and publications. Attends relevant NCCBB meetings, in-services, teleconferences and webinars. Represents NCCBB at industry meetings as necessary.

M. Meticulously follows SOPs related to disinfection, decontamination, and bloodborne pathogen protection.

N. Regularly attends meetings and in-services. Schedules and leads meetings and in-services as necessary.

O. Helps promote a positive image of the blood bank and blood donation throughout the community, while maintaining overall company values and image.

P. Consistently displays a positive attitude and enthusiasm every day. Smiles and speaks in a positive tone. Does not wear negative emotions on their sleeve.
IV. OTHER DUTIES

A. Participates in the implementation of new or revised procedures. Composes, implements and updates SOPs. Writes and oversees process validation for new equipment, products and processes.

B. Participates in the timely review of QC and production records.

C. Working in collaboration with Laboratory Management Team, assists with staff training, re-training and in-services.

D. Collaborates with the Materials Management Specialist to order new supplies and equipment and to ensure that an adequate stock of laboratory supplies, reagents and factors is maintained.

E. Laboratory quality assurance liaison as assigned:
   1. Performs internal laboratory QA audits for the purpose of operational quality checks to help identify CLIA improvement opportunities and other projects as assigned.

F. Participates in Safety and Emergency Preparedness planning.

G. Performs other duties as needed.

V. JOB QUALIFICATIONS

A. Experience and Education:
   1. Bachelor of Science or Arts.
   2. Clinical Laboratory Scientist program.
   3. Experience as a technologist in a clinical laboratory and familiarity with standard laboratory methods and techniques. Demonstrated ability to perform standardized routine testing, specialized testing in blood donor processing, and immune-hematology is preferred.

B. Certificates and Licenses:
   1. Current California licensure as Clinical Laboratory Scientist.
   2. Maintain a clean driving record and have a valid California license

C. Knowledge, Skills and Abilities:
   1. Maintains strict confidentiality regarding protected health information and sensitive issues.
2. Communicates clearly and professionally using verbal and written English.

3. Able to master proprietary software used in blood bank operations.

4. Adapts readily to changing processes in the work environment.

5. Possesses above average organizational and time management abilities.

6. Able to deal with pressures of deadlines, multiple tasks, handling emergencies.

7. Willing to accept responsibility for staff supervision and the production of safe, quality products.

8. Able to read, comprehend and follow a variety of technical, scientific, and informational documents, instructions, methods and procedures.

9. Able to analyze and interpret data.

10. Demonstrates attention to detail and accuracy.

11. Dresses neatly and professionally with a high standard of personal grooming.

12. Demonstrates regular attendance and timeliness

13. Demonstrates willingness to abide by NCCBB policy and support the mission of the organization.

VI. PHYSICAL REQUIREMENTS

A. Possesses visual acuity to perform activities such as: viewing a computer terminal, extensive reading, using measurement devices such as thermometers, viewing digital readouts, writing, and accurately transcribing or recording figures.

B. Possesses manual dexterity, good motor skills, and hand-eye coordination necessary to perform manual functions such as pipetting, typing, and handling test tubes and slides.

C. Able to perform repetitive fine hand movements such as gripping and pinching.

D. Physically able to operate a variety of laboratory equipment and machines.
E. Able to hear and respond to instrument alarms and beeps.

F. Able to tolerate exposure to walk-in refrigerator and freezer conditions for short periods of time, multiple times per shift.

G. Able to function capably enough to drive safely and perform work duties at any hour of the day or night.

H. Able to operate company vehicles and be competent driving in various weather and road conditions throughout Humboldt and Del Norte counties.

I. Able to tolerate exposure to outdoor weather conditions for short periods of time, multiple times per shift.

J. Able to stand and walk short distances for the majority of an eight hour shift.

K. Able to bend, stoop and crouch regularly.

L. Able to ascend and descend stairs.

M. Able to operate a telephone.

N. Able to safely lift up to 25 pounds. May occasionally be required to lift 50 pounds.

Reviewed by:

_________________________  ________________________
(Employee Signature)       (Date)

_________________________  ________________________
(Supervisor Signature)      (Date)

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