

JOB ANNOUNCEMENT

POSITION: Medical Technologist
PROGRAM: Laboratory
SUPERVISOR: Medical Technologist
SALARY RANGE: \$ 51,217.00 Annum (Grade: 27)
BUDGET LINE ITEM: Laboratory: 3000-040-6000
LOCATION: Owyhee Community Health Facility

OPENS: January 8, 2009

Open Until Filled

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. Failure to attach required documents will disqualify you from consideration for this position. Employment Applications are available at the Human Resource Department. Any questions regarding this position are to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Human Resources Office must receive the Shoshone-Paiute Tribes application form for employment by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES.

Special Considerations

Because of the sensitive and trusted nature of this position, the Medical Technologist is subject to initial, for cause, and random drug/alcohol testing and a thorough background check. This individual works in patient situations requiring mental alertness and in the course of their employment, regularly comes into contact with children and seniors. This person operates Tribal vehicles and/or equipment in the course of their employment.

SUMMARY OF FUNCTIONS: The Medical Technologist is responsible for the application of analytical methods and procedures in the performance of a variety of standardized tests/examinations of human tissue, fluids and/or other substances in the

clinical laboratory. Work assignments encompassed include such specializations as chemistry, microbiology, hematology, urinalysis and blood banking. Incumbent is responsible to provide services to all patients who enter the facility. The patients will include the neonate, pediatric, adolescent, adult and geriatric populations.

MAJOR DUTIES AND RESPONSIBILITIES: Performs a wide range of clinical laboratory tests/examinations per requests by medical staff for use in clinical diagnosis, patient screening, monitoring patient therapy and status and other authorized purposes. The accomplishment of such tests/examinations includes but is not limited to the performance of standardized procedures in accordance with established methodology manuals, technical references and precedents. Exercises judgment to locate and select the most appropriate guides and references to apply for specific purposes. On an irregular or intermittent basis, makes minor deviations to adapt or modify established guides to specific situations.

PERFORMS THE FOLLOWING IN CONNECTION WITH ACCOMPLISHMENTS OF DUTIES OUTLINED ABOVE:

1. Withdraws appropriate quantities of blood by venipuncture and capillary methods. Instructs patients and/or hospital personnel in the collection, preservation and transport of specimens.
2. Sets up, operates and/or utilizes appropriate equipment, instruments, containers and other devices and materials to perform qualitative analysis of substances. Assures that such critical characteristics as temperature, humidity, volume, etc., are observed. Prepares solutions, stains, reagents and media required for the conduct of tests/examinations. Performs such related tasks as labeling; cleaning and sterilizing equipment, glassware and instruments; and writing reports on results.
3. Interprets and evaluates results of tests/examinations in process and upon completion in order to recognize anticipated reactions and departures from the norm. Exercises professional judgment and experience in determining the causes or possible significance of improper or imprecise outcomes. Consults with supervisor concerning observations and further action.
4. Performs preventative maintenance, periodic inspection and performance testing of equipment and instruments together with the maintenance of appropriate records.
5. Provides guidance, direction and training to ancillary personnel.
6. Maintains professional knowledge and proficiency in medical technology through continuing education, staff meetings and participation in professionally oriented activities.
7. Works on a regularly assigned, rotational or callback basis to provide continuity of laboratory services during evenings, nights, holidays and weekends.
8. Performs other related duties as assigned by Supervisor.

EDUCATION AND WORK EXPERIENCE REQUIRED:

- A. A thorough understanding and intimate knowledge of the principles, theories, techniques and practices appropriate to medical technology, such as can be gained through completion of education and training equivalent to the requirements for a Bachelor's degree in medical technology in a recognized college or university. The practical application of these principles, theories and accepted procedures, characteristics of the profession in one or more areas of clinical laboratory (microbiology, clinical chemistry, hematology immunohematology).
- B. Skill in calibrating and operating analytical instruments sufficient to independently perform recurring tests and analyzes, and to make minor modifications.
- C. Understanding of related disciplines such as microbiology, chemistry, physiology, anatomy and their relationships to medical technology.
- D. Must be Medical Technologist (ASCP) certified and Nevada State license eligible (must provide proof of license).

SUPERVISORY CONTROLS:

The Chief of Laboratory Services makes continuing or individual assignments by indicating generally what is to be done, problems to be anticipated, quality and quantity of work expected, deadlines and priority of assignments; and suggesting ways of handling and solving problems. Additionally, specific instructions are provided for new, difficult or unusual assignments.

Incumbent who typically has had limited experience (such as would be acquired through an educational program which included a substantial clinical training component, or through a period of on-the-job training), independently plans the sequence of tasks necessary to carry out recurring assignments but refers deviations from approved procedures, unanticipated problems and unfamiliar situations not covered by instructions to supervisor for decision or help. Subject to present decision criteria, uses judgment and initiative in choosing the best specimen, observing if instruments are functioning properly, selecting procedures, checking control values against expected results, evaluating test results for accuracy and precision and clinical relevance, applying the theory of medical technology.

OTHER FACTORS INFLUENCING POSITION:

GUIDELINES: Procedures for doing the work are established and a number of specific guidelines are available including written descriptions of tests, control and calibration procedures and decision criteria, and explicit instructions for such procedures as collecting, preserving, transporting and receiving specimens; preparing, labeling, storing, dispensing and evaluating reagents; and maintaining equipment.

The number and similarity of guidelines and work situations require the Medical Technologist to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application (e.g., using appropriate materials to calibrate or standardize instruments); making minor deviations to adapt the guidelines in specific cases (e.g., manipulating or modifying a specimen to meet the requirements of the analysis or isolate the components necessary for the procedure); determining which or several established alternatives to use to verify and correct a problem (e.g., checking out equipment malfunctions, determining when to use back-up methods); and recognizing the need for timely reporting of laboratory data and/or shipment of products and specimens. Situations to which the existing guidelines cannot be applied or significant deviations from the guidelines are referred to the supervisor.

COMPLEXITY: The work includes a variety of duties involving different processes and methods, e.g., collecting and preparing specimens, preparing controls and reagents, calibrating or standardizing and maintaining instruments, and performing complex analyzes; conducting quality control procedures on equipment, reagents and products; setting up, standardizing and implementing new procedures.

Decisions regarding what needs to be done depend upon analysis and evaluation of collection techniques and condition, specimen characteristics, adequacy of reagents, instrument performance, acceptability of control samples, results of quality control procedures and other variables such as physical or drug-related factors involved in each assignment. The chosen course of action may have to be selected from many alternatives, as when, for example, standards or control samples do not give acceptable values.

The work typically requires analyzing and interpreting a variety of conditions and elements (e.g., quantitative, biochemical, physiologic, pathophysiologic and morphologic data, patient history, physical findings, medications and other variables) to verify or clarify results. The incumbent assess such factors as the conformity of reference values and test results the established protocols, the relationship of tests data to other laboratory data, and the validity of data in relation to the test system. Judgment is required to apply a range of established approaches and solutions to malfunctions, e.g., instrument function, reaction system.

SCOPE AND EFFECT: The work involves the performance of specific procedures and typically comprises well-defined, individualized tasks or a segment of an assignment of broader scope (e.g., performing set-up procedures such as inoculating blood cultures, staining direct smears, etc.).

The work contributes to the accuracy and reliability, as well as the timeliness of procedures.

PERSONAL CONTACTS: The personal contacts are with higher grade/experienced technologist and Hospital/Clinical staff and with patients in very highly structured situations.

PURPOSE OF CONTACTS: The purpose of contacts is to obtain, clarify or give factual information ranging from easily understood to highly technical, e.g., to obtain information about requested procedures or other assigned activities, to report test results, or to explain special or unusual test procedures.

PHYSICAL DEMANDS: The work is both sedentary and requires some walking, standing, bending and carrying of light items.

WORK ENVIRONMENT: The work environment regular and recurring exposure to moderate risks of discomforts which require special safety precautions, e.g., working in a hospital laboratory where there is risk of exposure to contagious disease, carcinogenic materials, caustic reagents, noxious fumes and flammable liquids. Incumbent is required to use protective clothing or gear such as laboratory coats, gloves and other personnel protective equipment in compliance with OSHA standards and JCAHO guidelines.