

Capital Area Health Network

Lab Technician Job Description

The Lab Technician coordinates the clinical, organizational, and operational aspects of the Medical Laboratory. The Lab Tech works collaboratively with all other Medical Center Departments, reporting directly to the Nurse Supervisor.

Duties and Responsibilities

- Able to handle laboratory tools and equipment, including, but not limited to, the microscope, glucometer, urinalysis machine, hemaque machine, centrifuge, rocker, thermometers
- Able to calibrate lab equipment
- Able to properly and safely handle all lab specimens
- Able to properly and safely perform phlebotomy procedures
- Highly skilled in vena-puncture, obtains specimen generally with one attempt
- Maintains an orderly and clean work environment
- Maintains appropriate PAR levels of necessary lab supplies
- Able to route all specimens to the proper outsourced laboratories
- Able to instruct other staff on laboratory processes and procedures
- Assures compliance with regulatory bodies
- Assist in data collection and prepares reports as necessary and required
- Performs other duties as assigned

Qualifications

- Current MA certification and/ or Phlebotomist certification CPR certification required with a minimum of 3 years Lab Technician experience
- Team-oriented, can work collaboratively with others in the medical team
- Computer literate, a must

Knowledge, Skills, and Abilities

- Ability to work with a diverse staff and serve a diverse patient population
- Customer service oriented
- Ability to perform clinical lab procedures
- Ability to work in a fast paced work environment