



Medical Laboratory Technician Job Description

The Medical Laboratory Technician, under the guidance and supervision of the Principal Investigator (PI), supports the organization's efforts to ensure the integrity and quality of clinical trials are maintained and conducted in accordance w/ federal, state, and local regulations, Institutional Review Board (IRB) approvals, and OMRC policies and procedures. This position is primarily responsible for conducting medical laboratory tests, procedures, experiments, and analyses for clinical research studies according to protocol requirements.

Essential Functions:

- Ensures the accurate collection of acceptable specimens, including venipuncture, and follows all processing and International Air Transportation Association (IATA) shipping requirements associated with each individual sample
- Maintains accurate and complete documentation of patient information, equipment, and test results to comply with regulations and study protocols
- Ensures scheduled tests have been completed, as per protocol
- Maintains laboratory supply inventory for each study by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Assembles accurate subject visit supplies, following protocol driven standards
- Ensures operation of laboratory equipment by calibrating; completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Protects subjects and employees by adhering to infection-control and hazardous waste policies and protocols; following identification procedures and using personal protective equipment (PPE) as required by laboratory policy and regulating agencies
- Provides medical technology information by answering questions and requests
- Complies with all relevant laboratory safety and infection control policies and procedures
- Supports the team with various data entry assignments which include utilizing multiple electronic systems, and performs related responsibilities as required
- Provides friendly, professional support for laboratory subjects as they utilize laboratory services

Other:

- Maintains knowledge and employs OMRC's Standard Operating Procedures
- Ensures the performance of activities is conducted in accordance with the Food and Drug Administration (FDA), Office for Human Research Protections (OHRP), and Good Clinical Practices (GCP), and Occupational Safety and Health Administration (OSHA) guidelines
- Maintains certification of Good Clinical Practices (GCP) at all times
- Completes and maintains training activities for all studies in which he/she is delegated
- No supervisory responsibilities
- Other duties as assigned
- Attend staff meetings as needed
- CPR-certification required within 6 months of hire
- IATA certification required immediately upon hire

Qualifications:

- Degree or Certification from a nationally accredited Medical Lab Technician Training Program
- Ability to pass and receive certification from the International Air Transport Association
- At least one year of medical technology and phlebotomy experience, 2 years preferred
- Effective written, verbal, and interpersonal communication skills
- Excellent attention to detail and accuracy
- Ability to manage multiple tasks w/ time deadlines
- Ability to be flexible, organized, detail oriented and tenacious in follow-through
- Possess the ability to work well under pressure
- Demonstrated knowledge, interpersonal, and communication skills necessary to provide high quality of patient care
- Possess an appropriate level of organizational skills with a high attention to detail
- Desire to act as a resource and provide assistance as required
- Strong computer and typing skills required
- Ability to navigate electronic and computer systems applicable to required job functions
- Ability to utilize simple and complicated laboratory equipment and computers
- Ability to utilize multiple-line phones and office equipment

Physical Requirements

- Physical Requirement - Feeling (sensing textures and temperatures) **(Frequently)**
- Physical Requirement - Fine Motor Skills (pinching, gripping, etc) **(Frequently)**
- Physical Requirement - Hearing **(Frequently)**
- Physical Requirement - Pushing/pulling **(Occasionally)**
- Physical Requirement - Reaching **(Occasionally)**
- Physical Requirement - Sitting **(Frequently)**
- Physical Requirement - Standing **(Frequently)**
- Physical Requirement - Stooping/crouching/kneeling/crawling **(Occasionally)**
- Physical Requirement - Talking **(Frequently)**
- Physical Requirement - Tasting/smelling **(Occasionally)**
- Physical Requirement - Walking **(Frequently)**
- Physical Requirement - Near Vision **(Constantly)**
- Physical Requirement - Color Discrimination **(Occasionally)**
- Physical Requirement - Use of keyboard, mouse and/or computer equipment **(Constantly)**
- Physical Requirement - Lift up to 35 pounds without assistance **(Occasionally)**
- Occupational Exposure/Risk Potential - Inside office environment **(Applicable)**
- Occupational Exposure/Risk Potential - Airborne communicable diseases **(Applicable)**
- Occupational Exposure/Risk Potential – Blood-borne pathogens or bodily fluid **(Applicable)**
- Occupational Exposure/Risk Potential - Fumes or airborne particles **(Applicable)**
- Occupational Exposure/Risk Potential – Dry Ice/solid carbon dioxide **(Applicable)**

Full-time position – 40 hours. Work days: Monday through Thursday, Hours: 7:00 am – 5:00 pm. Salary commensurate with experience.