

## POSITION DESCRIPTION

|                                                                                          |                                                                                                                                                                                                                                                 |
|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Department: Laboratory</b><br><b>Title: Medical Laboratory Technician II (MLT II)</b> |                                                                                                                                                                                                                                                 |
| <b>Date Created: 12/12/2025</b><br><b>Next Review Date: 12/12/2027</b>                   | <b>Reports to: Laboratory Manager</b><br><b>Approved by:</b> <br><small>Shawn Ottley (Dec 15, 2025 15:56:38 PST)</small><br>(Administrative Dept. Signature) |

**POSITION STATUS:** ☒ Hourly

### POSITION SUMMARY

The medical laboratory technician is responsible for all three phases of patient testing (preanalytical, analytical and post-analytical), quality assurance, and safety. The position ensures high quality, accurate and timely testing, and reporting of laboratory results. Participates in lab quality assurance/quality improvement activities.

### DUTIES & RESPONSIBILITIES

1. Perform phlebotomy, special collections, specimen handling and processing, specimen accessioning, specimen testing, analysis of test results, reporting results and maintains associated documents and records.
2. Report results in a timely manner.
3. Communicates clearly and positively interacts with patients, providers, nurses, lab team members, and all other hospital employees.
  - a. Contact appropriate personnel for tests with unusual or critical findings
4. Maintains a high level of cleanliness and practices good housekeeping.
5. Adheres to quality assurance practices.
  - a. Performs and documents quality control (QC) testing, Reviews/analyzes the QC results, ensures control requirements are achieved, troubleshoots out of control results, develops and implements solutions to problems.
  - b. Performs and documents calibrations and verifications.
6. Adheres to laboratory instrument requirements.
  - a. Performs and documents routine/preventative maintenance, troubleshooting, corrective maintenance, and repairs.
7. Utilizes laboratory information systems, hospital information systems to record/perform data entry
8. Adheres to patient and employee safety standards.
9. Exercises judgement and critical thinking in all phases of lab testing, quality and safety.
10. Maintains HIPPA compliance.
11. Perform and document proficiency in all areas of laboratory testing in the same manner as patient samples.
12. Disposes of all reagents, chemicals, specimens, glassware, or other refuse in a manner that is in accordance with generally accepted laboratory practice and government regulations.
13. Works independently and collaboratively with lab team members, nurses, providers, patients, and

all other hospital employees.

14. Works in a self-motivated manner.
15. May be assigned special projects and additional duties.
16. Upholds Hospital Standards and Core values including behavioral expectations.
17. Schedule may vary as needed.
18. Participates in On Call and Back up Call.
19. Participates in laboratory assigned continuing education/training/competency assessments
20. Participates in the teaching/training of staff and students (e.g. Clinical Laboratory Science students, residents, new employees, others)
21. Maintains MLT professional certification with any required continuing education

## **QUALIFICATIONS**

Associate's degree in medical laboratory technology (2-year degree), MLT certification through ASCP, AMT, or equivalent, has passed all moderately complex test and highly complex test competency assessments, and is in good standing.

Or

Bachelor of Science Degree, MLT certification through ASCP, AMT, or equivalent, has passed all moderately complex test and highly complex test competency assessments, and is in good standing.



# Our Values

The Values at Lake Chelan Health provide fundamental guidance to all staff in creating an exemplary patient experience and a wonderful environment for staff to care for our community. The Values of Lake Chelan Health ensure we consistently meet our Mission: *To Provide the highest quality healthcare with compassion and respect to the community we serve.* The Values at Lake Chelan Health Support our just culture – one of an accountable organization, that develops strong systems, treats all staff with respect and equity, and encourages employees to take responsibility for their choices while reporting errors and system vulnerabilities. Our values guide the way we interact with our employees across all levels and disciplines – framing the way we interact with our patients.

**Vision:** To improve community health and make our region a better place to live.

**Mission:** To provide the highest quality healthcare with compassion and respect to the community we serve.

**Values:** Relationships, Integrity, Compassion, Respect, Excellence

## Relationships

We hold relationships as a foundational value for all interactions. We seek first to understand in all relationships- patients, coworkers, and our community.

### At Lake Chelan Health we will:

- Place the highest value on developing and maintain sincere relationships with those we interact with.
- Expect more from ourselves than we expect from others.
- Empower each other to carry out tasks and actions.
- Foster growth and improvement in our peers and our teams
- Include those closest to the problem when making decisions.
- Create a working environment that encourages working to the "top of one's license"
- Seek to create a working environment that we enjoy, and patients trust.

## Integrity

We demonstrate strong behavioral and ethical standards. We are accountable to our patients, our peers, and our community to these high standards in all our actions.

### At Lake Chelan Health we will:

- Always do the right thing for our patients and their families.
- Work to earn the trust of those we serve.
- Communicate in an open and honest manner with the highest of ethical standards.
- Trust others while seeking, allowing, and expecting open and honest feedback.

## Compassion

We treat every interaction with compassion, valuing every experience and story that our patients and their families bring with them. We seek to heal the whole person.

### At Lake Chelan Health we will:

- Treat each patient, family, and caregivers with kindness and caring.
- Be respectful and understanding of the needs of our diverse community.
- Treat all of those we serve with humility, equity, and understanding.
- Provide care with grace and humanity.

## Respect

We place a priority on equality and inclusion on a daily basis, honoring the dignity and worth of each individual.

### At Lake Chelan Health we will:

- Honor our differences, regardless of issue.
- Celebrate the accomplishments of those we work with.
- Interact with humility and understanding.
- Be open minded and appreciate the perspectives and life experiences of all.
- Acknowledge and celebrate diversity in our community and our organization.
- Encourage transparency – encourage constructive identification of problems and take concerns directly to those involved.
- Communicate expectations clearly, dealing with content not assumptions.

## Excellence

We demonstrate a full commitment to providing the highest level of quality and value in all aspects of our work, including operational, clinical, governance, financial, and relational.

### At Lake Chelan Health we will:

- Expect quality and excellence for ourselves and those we interact with.
- Exemplify a just culture by focusing on improving systems – and treating staff equitably.
- Report errors, systems issues and provide solutions to improve, and not blame.
- Seek opportunities for continuous improvement in all our works.
- Use education and training as the foundation for improvement.

## PHYSICAL REQUIREMENTS ANALYSIS

Department: Laboratory

Job Title: Medical Laboratory Technician II (MLT II)

Mark all responses using the following codes:

N = Never

O = Occasionally, represents 1 to 33% or 1 to 2 hours of an 8-hour workday

F = Frequently, represents 34 to 66% or 2.5 to 5.5 hours of an 8-hour workday

C = Continuously, represents 67 to 100% or 6 to 8 hours of an 8-hour workday

| N | O | F | C | PHYSICAL ACTIVITY                  |
|---|---|---|---|------------------------------------|
|   |   | x |   | Walking                            |
|   | x |   |   | Sitting/Standing                   |
|   |   |   | x | Reaching: Shoulder height          |
|   |   |   | x | Above shoulder height              |
|   |   |   | x | Below shoulder height              |
|   | x |   |   | Climbing                           |
|   |   | x |   | Pulling/Pushing: 25 pounds or less |
|   | x |   |   | 25 to 50 pounds                    |
| x |   |   |   | Over 50 pounds                     |
|   |   | x |   | Lifting: 25 pounds or less         |
|   | x |   |   | 25 to 50 pounds                    |
| x |   |   |   | Over 50 pounds                     |
|   |   | x |   | Carrying: 25 pounds or less        |
|   | x |   |   | 25 to 50 pounds                    |
| x |   |   |   | Over 50 pounds                     |
|   | x |   |   | Crawling/Kneeling                  |
|   |   | x |   | Bending/Stooping/Crouching         |
|   | x |   |   | Twisting/Turning                   |
|   | x |   |   | Repetitive Movement                |

### PHYSICAL EXPOSURE: (mark where applicable with "X")

|                       |         |                                 |                  |
|-----------------------|---------|---------------------------------|------------------|
| Unprotected heights:  | _____   | Harmful physical agents:        | _____ x          |
| Lighting: Bright:     | _____   | Heat/Cold:                      | _____ x          |
| Dim:                  | _____   | Noise:                          | _____ x          |
| Mechanical hazards:   | _____ x | Ionizing/non-ionizing radiation | _____ Not likely |
| Hazardous substances: | _____ x |                                 |                  |
| Infectious diseases:  | _____ x |                                 |                  |

### ACCEPTABLE MINIMUM PHYSICAL ABILITY:

|                  |         |        |         |             |       |       |
|------------------|---------|--------|---------|-------------|-------|-------|
| Vision           | _____   | Good   | _____ x | Correctable | _____ | Blind |
| Color Vision     | _____ x | Normal | _____   | Impaired    | _____ |       |
|                  |         |        |         | Moderate    |       |       |
| Hearing          | _____ x | Normal | _____   | Loss        | _____ | Deaf  |
| Manual Dexterity | _____ x | Good   | _____   | Fair        | _____ | Poor  |
| Talking/Speech   | _____ x | Good   | _____   | Fair        | _____ | Mute  |

**DISCLAIMER STATEMENT**

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified, nor do they address the performance standards that must be maintained.

**EMPLOYEE:**

I have read and understand the duties and responsibilities of this position. I have reviewed and agree to the contents of this position description, and I am able to perform the job functions and meet the physical requirements without restriction(s):

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Employee Signature

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Date

# Job Description: MLT II Dec. 2025

Final Audit Report

2025-12-15

|                 |                                              |
|-----------------|----------------------------------------------|
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