

POSITION DESCRIPTION

Department: Laboratory Title: Medical Laboratory Technician I (MLT I)	
Date Created: 12/12/2025 Next Review Date: 12/12/2027	Reports to: Laboratory Manager Approved by:  SHAWN OTTLEY (Feb 18, 2026 15:41:47 PST) (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 required 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)

QUALIFICATIONS

Associate's degree in medical laboratory technology (2-year degree),

OR

At least 2 years' experience as an LCH Lab Assistant/Phlebotomist, completed the MLT I onsite education/training, has passed all moderately complex test competency assessments, and is in good standing

OR

Experience as an LCH Lab Assistant / Phlebotomist, Bachelor of Science Degree, completed the MLT I onsite education/training, has passed all moderately complex test competency assessments, and is in good standing

PHYSICAL REQUIREMENTS ANALYSIS

Department: Laboratory

Job Title: Medical Laboratory Technician I (MLT I)

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

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Final Audit Report

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