

NORTHAMPTON COUNTY HEALTH DEPARTMENT
NOTIFICATION OF VACANCY

Department: Northampton County Health Department

Position Title: Medical Laboratory Technologist I

Position Grade: 68

Salary Range: \$35,698.00 - \$37,505.00

Posting Date: 03/28/2018

Contact: Cheryl Warren

Deadline for Applying: **5:00 P.M. April 16, 2018**

See attached for detailed job description.

Mail applications to: Northampton County Health Department
P.O. Box 635
Jackson, NC 27845

MUST SUBMIT STATE APPLICATION
PD 107

Northampton County is an Equal Opportunity Employer and Hires Only U.S. Citizens and Lawfully Admitted Aliens. Northampton County Is a Drug-Free Workplace. All Candidates Will Be Subject to Background Checks/Drug Testing as A Condition of Employment.

Position #511-46-126

I. A. Primary Purpose of Organizational Unit:

To provide quality laboratory support services to health department programs.

To ensure that laboratory specimens are processed and/or tested appropriately; that proper laboratory records are maintained; that relevant regulatory (OSHA, CLIA, EPA and State of NC) mandates/rules are followed.

To promote an awareness and understanding of laboratory services in relation to client care, environmental conditions and the health of the general public.

B. Primary Purpose of Position:

To be responsible for the operation, management, administration and quality of all laboratory functions and for development and provision of appropriate laboratory training to health department nurses and contract nurses in regard to standard operating procedures and good safety practice.

To be accountable for compliance with the mandates of the Clinical Laboratory Improvement Amendments of 1988, applicable Occupational Safety and Health Administration mandates, and EPA mandates with regard to laboratory certification requirements for testing potable water samples under NC Safe Drinking Water Act.

To represent and establish good public relations for the laboratory in interactions with others in the local department, with the community and with representatives of other disciplines and professions.

To develop and maintain effective working relationships with other laboratory workers, other department staff persons, the medical community, state and local public health contacts and the general public.

This position supervises laboratory-related functions, requirements and responsibilities of lab committee approved and trained coverage staff.

This position schedules her own work assignments and coordinates alternate lab coverage with the clinic services supervisor.

C. Work Schedule:

The normal work schedule is 8:30-5:00 Monday-Friday except holidays with 1 hour allowed for lunch. Overtime or short lunch breaks due to staff shortage or workload demands may occur periodically. There may be occasions for expanded work hours due to outlying screening events or heavy workload.

Public Health is a first responder agency for natural disasters (e.g., hurricanes, tornadoes, floods, winter storms), naturally occurring infectious disease outbreaks (e.g., influenza, SARS), technological hazards (hazardous materials releases, critical infrastructure disruptions), and terrorist incidents. This position, like all other positions within the department may be required to participate in any emergency response activities as deemed necessary by the Health Director or her designee. Availability during emergencies and exercises is required.

D. Change in Responsibilities or Organizational Relationship:

Job description has been reworked for clarification to responsibilities and addition of responsibilities not previously include.

II. A. Description of Responsibilities and Duties:

Laboratory 60%

Formulate, monitor and evaluate accomplishments of goals and objectives for all laboratory services.

Assure that the laboratory is in compliance with regulatory requirements of CLIA. Achieve and maintain certification with HCFA – Clinical Laboratory Improvement Amendments (CLIA) of 1988. Collaborate with CLIA certification officer during laboratory inspections.

Evaluate future needs for services, space, equipment, materials and personnel. Study and recommend suitable contractual relationships for utilization of external resources.

Coordinate laboratory functions with other agency services and operations to ensure that laboratory support is provided where needed. Plan and establish the most effective and productive utilization of the laboratory by setting priorities and timetables for services and monitoring clinic and laboratory support schedules. Schedules your own clinic coverage assignments. Coordinate with program staff to establish optimal workflow.

Develop, establish, evaluate, monitor, review and facilitate a comprehensive, effective quality management program that is in compliance with federal, state and local mandates and includes the following components: specimen collection, handling, testing and reporting; quality control procedures; maintenance and monitoring of laboratory equipment, work areas, and inventory; laboratory services management policies and procedures; laboratory records system.

Select, monitor and evaluate laboratory services, test systems, test methodologies, inventory, and equipment to assure the quality, effectiveness and efficiency of services being provided. Recommend and implement changes with approval of laboratory director and support of Management Team.

Research, evaluate, project and submit to health director for inclusion in the next proposed budget, laboratory supply and inventory needs for the next fiscal year and laboratory capital outlay needs for the next 5-year period.

Ensure that laboratory procedures are carried out with accuracy and integrity and in accordance with established protocols, by monitoring activities, reviewing workload, quality control and proficiency testing results and observing and interviewing laboratory coverage staff, and home health nurse. Identify problem areas, recommend corrective measures through Laboratory Committee whenever needed, and provide or arrange for continuing education or other follow up decided upon by committee consensus.

Negotiate with sales representatives for special pricing for purchased laboratory services, supplies and new equipment. Select and assure adequate inventory of laboratory reagents and supplies, personal protective equipment and engineering controls. Submit purchase requests to supervisor for approval prior to placing orders.

Communicate accurate information to clients, other staff, general public, sales representatives, and state or local government officials as necessary. Negotiate solutions to laboratory related problems and complaints with supervisory staff as applicable and appropriate.

Perform and/or monitor equipment maintenance, troubleshooting, calibration and performance verification procedures. Recommend professional servicing when needed, negotiate for servicing and route equipment for servicing, arrange for continued laboratory services while equipment is out of service.

Periodically and at least annually, review Program Policies and Laboratory Standing Orders. Recommend policy revisions when needed. Amend Laboratory Standing Orders whenever needed and assure that they remain current. Discuss changes with medical advisor.

Periodically and at least annually, review laboratory report forms, test logs, quality control record keeping instruments and audit tools. Revise and/or recommend revisions through Laboratory Committee.

Establish and provide laboratory orientation to new employees and contract workers, when requested by worker's supervisor. Identify training needs and provide or ensure provision of initial training and continuing education appropriate to the needs and consistent with laboratory services being offered or planned for self, laboratory coverage staff, and home health nurses. Assure that workers are made aware of laboratory protocol and policy and procedure for laboratory testing services and clinic responsibilities.

Develop position descriptions and standards of performance. Complete an annual performance assessment of Laboratory Alternate Coverage staff and home health nurses. Counsel laboratory workers on job performance, resolve grievances and recommend dismissal/disciplinary action through supervisor if necessary.

Enroll, administer and monitor a CLIA-approved Proficiency Testing Program. Ensure ongoing participation for self, laboratory coverage staff and home health nurses. Provide participants found to have deficiencies with training options.

Justify and negotiate creation of new laboratory positions and salary or merit increases for laboratory employees to health director through supervisor.

Review job applications, schedule interview, participate in structured interview process, recommend selected candidate to health director through supervisor and schedule orientation for new employee. Demonstrate an awareness of federal, state and local regulations governing personnel.

Plan, prepare agenda and advise team members of scheduled date to meet. Facilitate semi-annual Laboratory Committee meetings. Prepare minutes and circulate to Laboratory Committee and Management Team for review and sharing with staff they supervise.

Serve on agency Management Team, Program Team, Home Health Team, Epi Team, and Safety Committee. Input laboratory activities as they affect each group. Discuss problems, recommend solutions and/or negotiate changes.

Assure that laboratory is in compliance with the rules and regulations set forth by the NC Department of Health and Human Services (DHHS) in regard to biological monitoring of potable water supplies. Maintain certification with NC DHHS. Achieve and maintain certification with NC Waterworks Operations Association.

Design, develop and provide annual contractual agreements to the 18 public water systems that have chosen to utilize the services of the laboratory. Set fees, schedule collection dates and provide pertinent information to each. Assure that contracting water systems are compliant with PWSS rules regarding bacteriological monitoring. Promote and facilitate agreements with commercial entities and non-subscribing public water systems that may want to contract with the laboratory for their water testing needs.

Assure that the laboratory is in current compliance with OSHA rules regarding bloodborne pathogens, personal protective equipment, hazard communication, right-to-know, infection control, chemical hygiene, workplace violence, ergonomics and bioterrorism.

Review periodicals, newsletters, trade magazines and other available publications for CLIA and/or OSHA relevant information and updates. Seek out and attend workshops and meetings to update skills, gain new skills and insights and/or to review CLIA, EPA and/or OSHA regulations.

Clinical responsibilities 35%

Review incoming laboratory reports from reference laboratories for correctness and completeness. Request corrected reports whenever needed. Log in complete, correct

reports from reference labs and route in-house and reference laboratory reports to program lead persons or requesting clinician. Request clarification of conflicting information between logbook and test report from program lead person and effect corrections to reports when needed.

Coordinate dates and times for confidential urine drug screening of Northampton County Local Government employees and prospective employees with Northampton County Personnel Officer. Provide Personnel Officer with materials needs for confidential referral of personnel, explain procedure to worker who is tested. Release worker, test specimen, then issue report or refer specimen for confirmation testing. Route final report back to Personnel Officer.

Conduct court-ordered specimen collection, processing and paperwork procedures when necessary.

Prepare summary of monthly workload statistics to be included in Annual Report to Board of Health and Northampton County Commissioners.

Provide laboratory support to industrial or community health screening events and/or extra/temporary clinics.

Successfully participate in commercial or in-house prepared surveys and/or split sample testing.

Serve as laboratory contact person to facilitate communication between the State Laboratory and the agency.

Obtain and perform and report or prepare for testing by reference laboratory, relevant laboratory specimen/tests, for health department programs or clinics.

Process specimens collected by other staff for testing by reference or in-house laboratory.

Proficiently perform venipuncture and/or capillary blood collection on adults, children or neonates, following relevant specimen collection procedure.

Calculate cost for outpatient laboratory tests.

Assure that all specimens, requisitions and report forms are accurately labeled with client name and birthdate; that the correct specimen is obtained; that the requested test/s are performed on the correct individual; and that accurate client and test logs are kept for each client/specimen encounter.

Produce and report accurate results for clinical laboratory tests listed below following applicable test procedure, utilizing instrumentation, supplies and materials as stated in procedure.

A. Waived Testing

- Hemoglobin concentration by Hemocue Photometer
- Urine dip and read tests (manual method)
- Urine pregnancy tests (manual method)
- Whole blood glucose by Hemocue Glucose Analyzer
- Total Cholesterol by Accu-Chek Instant+
- Fecal occult blood (manual method)
- Urine Drug Screen (manual method)

Moderate Complexity Testing

- Vaginal wet prep (manual method)
- Male urethral smear for gram stain (manual method)
- Presumptive culture for N.Gonorrhoeae (manual method)

Monitor lab inventory, record client information, file lab slips, route reports to program lead persons, tally workload data and communicate with staff, physicians, clients, reference labs, sales representatives, etc.

Administer glucose-rich beverage to maternity clients for 1 hour Glucose Challenge test or 3 hour Glucose Tolerance Test following approved procedure.

Accurately perform scheduled quality management/assurance procedures which may include preparation of quality control materials, quality control testing, reviewing test results, performing equipment maintenance and troubleshooting, monitoring temperature and humidity, and sterilizing reusable lab or clinic supplies.

Provide sample collection materials to each system at the appropriate time each testing interval, set up, read and report results of bacteriological testing of potable water samples to Public Water Supply Section (PWSS) and contracting Public Water System Operators. Coordinate resampling efforts between the system operator and PWSS.

Other responsibilities and activities 5%

Must maintain a valid NC driver's license and reliable transportation.

Carry out additional responsibilities and duties as assigned by supervisor.

Maintain membership and participate in the activities of the North Carolina Public Health Association (NCPHA) and Laboratory Section of NCPHA.

Maintain membership in the Eastern District North Carolina Public Health Association (EDNCPHA) and Laboratory Section of EDNCPHA.

III. Other Position Characteristics

1. Accuracy Required in Work:

The accuracy of any laboratory procedure is interdependent with the skills and knowledge of the tester, the performance of the instrumentation, reagents and/or supplies being used in the test, and the quality of the specimen being tested. Any process done in haste may have an adverse effect on the quality of reported test results. All instrumentation, reagents and supplies must be of optimal quality. The tester must be conscientious and adequately trained.

Test procedures must be accurately written, calculations must be precise, information given out must be correct.

Time studies, workload statistics, cost analyses, time sheets and mileage reports all require precise calculations.

Technology in use must be understood in order for it to be utilized.

Workload scheduling must be done accurately so that adequate coverage for all services is available.

2. Consequence of error:

An incorrectly performed procedure or incorrect information may result in inappropriate, inadequate, lack of, or delay in treatment, and/or in denial of client certification in certain programs, and/or in a further spread of a sexually transmitted disease throughout the community and on. Errors result in waste of materials and time.

Imprecise calculations in workload recording may result in over or under payment of Laboratory Certification fees to HCFA, inventory shortages or overages and inaccurate personnel recommendations, resulting in possible disciplinary action from HCFA.

Errors on time or mileage reports can result in faulty compensation to self or to supervised staff.

Lack of knowledge of technology results in equipment or reagent failures, thereby waste and unnecessary expense and loss of time.

3. Instructions provided by Employee:

Initial orientation including an introduction to health department operations, and laboratory services.

Administrative instructions or information may come from supervisor, or as agreed upon through management team, laboratory committee, and/or safety committee consensus and may include requests for special projects, changes in clinic schedules, organizational revisions or budgetary projections.

Operational instructions may come from Clinical Laboratory Improvement Amendments of 1988, OSHA regulations which affect laboratory operations, program policies, federal, state or local mandates, NC Safe Drinking Water Act, NCHD Laboratory Services Manual, DHHS's "SCOPE", A Guide to Services Manual and laboratory Corporation of America, Inc. Directory of Services.

Technical instructions may come from product inserts, equipment manuals, workshops, formal education, work experience or laboratory consultants.

4. Guides, Regulations, Policies and References Used by Employee:

Federal Register, MMWR, CLIA Survey Procedures and Interpretive Guidelines for Laboratories and Laboratory Services, workshop materials, technical journals, reference materials on hand, publications mailings, laboratory consultant, NCHD Safety Manual, NCHD Laboratory Services Manual, equipment manuals, product inserts, MSDS, program policies, program standing orders and personnel policies.

5. Supervision Received by Employee:

Administrative supervision comes from PHN Supervisor II with regard to the following: annual review of goals and objectives and formal performance appraisal; time, mileage and time study reports; workshop, meeting or other leave requests; purchase requests; maintenance requests; review and approval of position descriptions for laboratory staff; review of memoranda sent to staff supervised by PHN Supervisor II; making arrangements for transport of materials to Laboratory Director when necessary; resolving laboratory-related issues; and discussing recommendations regarding laboratory functions and operations, and/or safety training needs.

Technical advice is sought through Laboratory Director, Regional Laboratory Consultant, Laboratory Improvement Staff, instrument manufacturers and reference materials.

Operational direction comes from program, laboratory and personnel policies, other federal, state or local mandates or needs and Management or Program Team, Laboratory or Safety Committee consensus.

6. Variety and Purpose of Personal Contacts:

Employee must maintain confidentiality and be professional in contacts with staff, physicians, public water system operators, client's sales representatives and general public.

Employee provides orientation, training, technical assistance, information about lab policy and procedures to other staff and information about test results to clients, other staff, area physicians and general public.

Employee may attend Board of Health or County Commissioners meetings to explain recommendations made regarding laboratory operations at the request of the health director.

Employee reassures apprehensive clients; communicates with reference laboratory personnel when necessary, with physicians regarding the welfare of their patients, with water system operators to exchange information about their water systems, and with sales representatives to arrange pricing, shipping exchanges and/or replacements, etc.

7. Physical Effort:

Requires occasional to frequent climbing, stooping, kneeling, reaching, standing, walking, crouching, bending forward (e.g. to draw blood) and lifting (up to 40 lbs).

8. Work environment and conditions:

The employee must be able to work efficiently, effectively and proficiently in a fast-paced environment, calmly and effectively handling apprehensive and abusive clients and adapting to variety of circumstances (such as no running water or temperature extremes) in different locations (such as satellite locations and screening sites). The employee must be aware that others workers may not understand how or why most laboratory functions are performed.

The employee is exposed daily to blood and other body fluids, infectious organisms and flammable, poisonous, toxic and/or volatile chemicals and reagents.

The employee may encounter frightened, angry or uncontrolled clients who may bite, kick, spit, shout obscenities or are otherwise uncooperative.

9. Machines, Tools, Instruments, Equipment and Materials Used:

The employee uses and is responsible for assuring proper response of the following instruments: Accu-Chek Instant+ Monitor, Hemocue Hemoglobin Photometer, Hemocue Glucose Analyzer, Olympus BH-2 microscope, Fisherbrand Centrifuge, Two Fisherbrand Isotemp Incubators, Ritter Autoclave, UVL-56 Blak-Ray (UV) Lamp, Variable speed centrifuge.

The employee is also responsible for proper utilization of the following laboratory devices and equipment: digital temperature/humidity registering devices, blood collection assemblies, test tubes, lancets, capillary tubes, filter paper, syringes, microscope slides, reagents, test kits, microbiological media.

The employee must be able to properly operate and recognize malfunction of the following: telephone, facsimile machine, photocopy machine, computer, printer, scanner, calculator, stapler, hole puncher, paper cutter, paper shredder, fire extinguisher, eye wash, safety shower, personal protective equipment and engineering controls.

10. Visual Attention, Mental Concentration and Manipulative Skills:

The employee must be able to accomplish several unrelated tasks at the same time and perform several different tests at the same time, producing accurate results for each. The employee must be able to concentrate on the work at hand, respond to a variety of questions, handle complaints and answer the phone, even when there is a busy clinic, children may be crying and/or other persons may be having conversations within earshot.

The employee must have good manipulative skills in order to accurately measure minute quantities of specimen and/or reagents and to perform phlebotomy.

The employee must be able to distinguish minute color changes.

The employee must possess a good memory because each personal health clinic has it's own particular list of standard orders for lab tests and because these tests are not the same for each program nor are they the same for all clients in the same program.

11. Safety for Others:

The employee follows rules stated in NCHD Safety Manual in order to protect self, the client, other staff and general public from potential contact with infectious and/or otherwise hazardous materials. The employee must assure that clients are sufficiently stabilized before attempting blood collection in order to prevent client from injuring self and/or others.

12. Dynamics of Work:

The employee must be able to accept, adapt and manage changes in workload, work assignment, clinic schedules, instrumentation, laboratory standing orders, federal, state or local regulations/requirements, paperwork needs, unscheduled interruptions in assignment, emergency situations, deadlines and unplanned changes in priorities. The employee must revise and arrange work schedules for self whenever needed and be able to implement new policies or procedures when necessary.

IV. Knowledge, Skills & Abilities and Training & Experience Requirements:

A. Knowledge, Skills and Abilities:

Employee must possess a thorough knowledge of the field of medical technology; considerable knowledge of disease pathophysiology as it relates to laboratory testing; general knowledge of the operation of medical laboratory equipment and the ability to troubleshoot equipment and procedures, interpret abnormal results and supervise and conduct management functions.

B. 1. Minimum Education and Experience:

Graduation from a four-year college or university with a degree in medical technology, chemistry, or a biological science; or graduation from an associate degree program of medical technology and one year of medical laboratory experience; or completion of a certified laboratory assistant course in medical technology or a comparable course and two years of medical laboratory experience; or graduation from high school and four years of applicable medical laboratory experience; or an equivalent combination of education and experience.

2. Additional Training/Experience:

Formal training and/or prior experience in writing laboratory policies and procedures and in managing laboratory functions and OSHA requirements for laboratory workers. Required annual Safety Training and optional CPR certification.

C. License or Certification Required by Statute or Regulation:

Graduation from MLT or MT course or equivalent with ASCP, ASMT, CLS or HEW certification or eligible is preferred.

Valid NC Driver's License.