

BLOOD BANK OF ALASKA POSITION DESCRIPTION

Position Title:	Laboratory Technologist I
Department:	Product Quality Control Laboratory
Reports To:	Director of Laboratory Services
Position(s) Supervised:	None
POSITION SUMMARY	
<p>Quality Control Laboratory Technologist I provides broad support and technical assistance in the product QC laboratory working under the direction of the Laboratory Services management. Performs necessary duties for day to day operations in the product QC laboratory. Assists management team with compliance related activities as qualified and other support duties as assigned. Works as a team player with other members of the product QC laboratory. Consistently demonstrates ownership and accountability for product QC laboratory activities.</p>	
ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned)	
<ol style="list-style-type: none"> 1. Operate and maintain instruments used in the laboratory. Follow the laboratory's established policies and procedures whenever test systems are not within the laboratory's established acceptable levels of performance. 2. Use blood bank computer systems (e.g., Mediware) to support laboratory procedures. 3. Perform routine product qualification testing and monthly quality control of blood components. 4. Use aseptic technique to inoculate bacterial bottles while performing platelet QC procedures. Monitor automated bacterial detection system for positive sterilities. 5. Perform quality control and periodic maintenance (daily, monthly, quarterly, etc.) on equipment in the QC Laboratory as required by SOP. 6. Ship blood component samples to reference laboratories for testing. 7. Create and maintain accurate and complete equipment maintenance records, laboratory results and distribution records. 8. Practice proper safety techniques in accordance with facility and department SOPs. Immediately reports any mechanical or electrical equipment malfunctions, unsafe conditions or employee, patient or visitor injuries or accidents to management. 9. Work within scope of position to investigate and resolve any problems with procedures or processes. Appropriately notifies and consults with Laboratory Services Director and Medical Director of problems. 10. Ability to adjust to changes in schedules, working hours as necessary for meeting demands of patient collection/processing procedure schedule, taking call as necessary. Position may require extended hours at intervals. <p>Compliance support duties may include but not limited to:</p> <ol style="list-style-type: none"> 1. Perform Copyholder responsibilities in QPulse. 2. Assist with validation processes on equipment and procedures as assigned. 3. Work within scope of position to investigate and resolve any problems with procedures or processes. Appropriately notifies and consults with Laboratory Services management and Medical Director of problems. 4. Assist in other departmental compliance related support duties as directed by Laboratory Services management. 	
CUSTOMER INTERACTION	
<p>Must maintain a high standard for conscientious, courteous, and enthusiastic service to internal and external customers, and the public in general. Must make customer's needs a high priority in face-to-face or telephone contact. Must consistently deliver service in a timely, accurate, professional and friendly manner. Demonstrates knowledge and understanding of donor/patient privacy rights.</p>	
QUALIFICATION REQUIREMENTS	
<p>To perform this job successfully, each essential duty (as listed above) must be performed satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.</p>	



GENERAL KNOWLEDGE, SKILLS & ABILITIES

1. Work independently and as a team member to achieve departmental and organization goals and objectives.
2. Act honestly and with integrity, showing respect for laws, the rights of others, and Blood Bank of Alaska mission.
3. Demonstrate GDP, GLP and GMP.
4. Ability to foster a working environment conducive to excellent customer service.
5. Strict attention to details.
6. Ability to problem solve and use critical thinking to make quality decisions.
7. Knowledge of general safety and quality assurance procedures.
8. Maintain donor and patient confidentiality.
9. Strong writing and computer skills.
10. Meet physical demands necessary for effective job performance; must be able to lift heavy boxes (up to 50 lbs.)

EDUCATION

Bachelor’s degree in biological science or Associate’s degree with MLT certification. May consider other candidates with previous experience in a similar laboratory environment.

EXPERIENCE

Previous work experience in a blood bank/donor center laboratory preferred.

CERTIFICATES, LICENSES, ETC.

MT/CLS or MLT or equivalent certification preferred.

WORK ENVIRONMENT

Potential hazard due to exposure to blood or other potentially infectious materials. The Blood Bank of Alaska follows OSHA Bloodborne Pathogens Standards in the workplace. Standing and walking for prolonged period of time can be required.

The above is intended to describe the job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not to be construed as an exhaustive statement of all of the supplemental duties, responsibilities, or non-essential requirements.

My signature below indicates that I have read and understood the position description for Laboratory Technician I and agree to perform the duties as stated.

 Employee Print Name

 Supervisor Signature Date

 Employee Signature Date