
Medical Technologist

SPAULDING CLINICAL aims to be the clinical research organization by which all others are measured. Pioneering in our approach to redefining how the industry perceives and achieves success; passionate in our pursuit of ingenious solutions that mitigate risk; loving in our care for our volunteers, customers and employees; and heroic in our ambitions to ensure the health and safety of people around the globe - Spaulding Clinical is taking *research beyond results* to create a marketplace of safer drugs.

Original Date: 01 Jan 2016

Revision Date: 13 Mar 2019

Job Summary:

The Medical Technologist is responsible for specimen processing, test performance, and for reporting test results. This testing personnel should only perform those tests that are authorized by the Laboratory Director and that are within the individual's skill level as determined by education, training or experience, and technical abilities.

Responsible for clinical laboratory performance of study unit activities related to the conduct of clinical trials. This may involve some project related responsibilities by performing lab activities for routine studies in compliance with protocol, Standard Operating Procedures (SOPs) and regulatory guidelines from the inception of the protocol throughout the completion of the database lock process.

Essential Duties and Responsibilities:

- Keep abreast of SOPs, Good Clinical Practice (GCP) and ICH guidelines, state and national laws and ethical standards.
- Work closely with Laboratory Management to ensure all aspects of clinical protocols and trials are achieved.
- Follow the laboratory's procedures for specimen handling and processing, test analyses, reporting, and maintaining records of subject results.
- Maintain records which demonstrate that proficiency testing samples are tested in the same manner as subject specimens.
- Adhere to the laboratory's quality control policies and documenting all QC activities, instrument and procedural calibrations, and instrument maintenance.
- Follow the laboratory's policies whenever test systems are not within the laboratory's established acceptable levels of performance.
- Be able to identify problems that may adversely affect test performance or reporting of test results and either correct the problem or notify the appropriate supervisor.
- Document all corrective actions taken when test systems deviate from the laboratory's established performance specifications.

- Performs routine maintenance on instruments and equipment per manufacturers' and established laboratory specifications.
- Operation of computer systems as it relates to daily laboratory operations. This includes the running of daily worklists and resolving issues that may be presented.
- Promotes an environment of service excellence, teamwork, and quality care in all interactions with colleagues, sponsors, and subjects.

The Statements made in the job description are intended to describe the general nature and level of work being performed by people assigned to this job. These statements are not intended to be an exhaustive list of all responsibilities, duties and skills required of people assigned to this job.

Skills/Qualifications

- Ability to read, write, and interpret the English language
 - Demonstrates strong analytical, problem solving skills
 - Strong written and verbal communication skills
 - Detail oriented, good organizational traits
 - Self-motivated
 - Must be results oriented, multi-tasking, quick learner, respond to the urgent needs of the team and show a strong track record of meeting deadlines.
 - Good computer skills and has an inclination to adopt technology to maximize efficiency
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Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit, stand, walk, reach with hands and arms, and use hands along with fingers, to handle or feel.
 - Ability to lift and/or move up to 25 pounds.
 - Specific vision abilities required by this job include clarity of vision both near and far.
 - Ability to identify and distinguish colors.
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Hazards:

- Potential for exposure to toxic or caustic chemicals
 - Potential for exposure to blood borne pathogens
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Education and Experience:

- Bachelor's Degree in Laboratory Science
 - Medical Technologist Diploma, required
 - ASCP certified, required
 - 2 or more years' experience in non-waived (generalist) laboratory, preferred
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Spaulding Clinical Research management has the discretion to hire personnel with a combination of experience and education which may vary from the above listed skills and qualifications.

This is to acknowledge that I have read and understand the above job description. This copy supersedes any others previously distributed. I further understand that Spaulding Clinical may change, add or delete any essential duties and responsibilities described at its discretion with or without prior notice.

Employee Name (Printed)

Date

Employee Signature