



## JOB DESCRIPTION

**JOB TITLE:** Molecular Laboratory Technician  
**EXEMPTION STATUS:**  Exempt  Non-Exempt  
**REVISED DATE:** February 2021

**SUMMARY:** The Molecular Laboratory Technician will perform high complexity molecular techniques such as RNA extraction, RT-PCR, and data analysis and interpretation to identify SARS-CoV-2.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Independently and accurately perform routine and complex molecular testing, including DNA/RNA extraction and PCR.
- Review preliminary and final test results.
- Assist in resolution of technical problems in accordance with laboratory policies and procedures.
- Record, compile and maintain records according to laboratory policies to ensure state and federal regulations are upheld for all reagents, procedures, and equipment used in the testing process.
- Assist in the development, evaluation, and implementation of new procedures and protocols.
- Maintain patient confidentiality.
- Coordinate daily communications of laboratory with patients, physicians and other parties.
- Participate in educational activities.
- Perform other related work as required.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**MUST HAVE ESSENTIAL KNOWLEDGE OF:** Molecular biological principles. Theory and practice of nucleic acid quantification using PCR-based methods.

**EDUCATION:** Must possess a Bachelor's degree in a biological or chemistry field and a minimum of 1 year documented experience performing molecular laboratory procedures. **OR:** Medical Laboratory Technician (MLT) with a minimum of 1 year documented molecular biology experience in the performance of RNA extraction and

performance of reverse-transcriptase PCR. Requires Tennessee State License. **OR:** Medical Laboratory Technologist (MT) with a minimum of 1 year documented molecular biology experience in the performance of RNA extraction and performance of reverse-transcriptase PCR. Requires Tennessee State License.

**EXPERIENCE:** Minimum of 1 year of documented lab experience performing molecular laboratory procedures, 2 years preferred. Molecular experience to include the performance of high complexity molecular techniques such as DNA/RNA extraction, RT-PCR, and data analysis and interpretation.

**OTHER SKILLS AND ABILITIES:** Must possess excellent pipetting skills (single and multi-channel). Ability to organize workflow and coordinate with other team members. Ability to maintain accurate records. Ability to exercise good judgment in evaluating situations and making decisions. Ability to express ideas clearly, concisely, and convincingly. Must possess strong oral and written communication skills. Ability to establish and maintain an effective working relationship with facility members, students, residents, staff, patients and other third parties. Ability to operate computer, keyboard and printer.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, clients, patients, the general public, physicians and/or administration.

**MATHEMATICAL SKILLS:** Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**WORK ENVIRONMENT:** The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals.  
The noise level in the work environment is usually quiet.

**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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand or sit for long periods of time, walk and use hands and fingers to handle or feel objects, tools, or other controls and talk or hear. The employee is frequently required to reach with hands and arms; climb or balance, bend, stoop, kneel, crouch, and/or crawl.

The employee occasionally must lift, carry and/or move more than 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

**DISCLAIMER:** The above statements and performance expectations are intended to describe the general nature and level of work by individuals assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, skills, and abilities required by personnel so classified.

I have received information regarding ETSU Physicians & Associates Policies and Procedures and understand how to access them on-line.

I understand and agree that in the performance of my duties as an employee of ETSU Physicians & Associates, I must hold information of a confidential nature in the strictest of confidence. I must not use or disclose any Protected Health Information other than as permitted by HIPAA requirements. I understand that any violation of the HIPAA policies may result in disciplinary action, which may include termination.

Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or ETSU Physicians & Associates may terminate employment at any time, for any reason.

**By signing below, I acknowledge that I have reviewed this job description and will comply to the best of my ability.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Date