

Medical Laboratory Technician

DESCRIPTION OF WORK: Positions in this banded class support or perform laboratory tests that are used in the diagnosis and treatment of patients and animals. Duties performed include: receiving or procuring specimens; preparing specimens for testing; processing specimens; assisting and/or performing laboratory tests; interpreting test results; and monitoring of test procedures, quality control and test interpretation. Work may include coordination of daily operational functions in the laboratory. Work may include training and orientation.

EXAMPLES OF COMPETENCIES:

CONTRIBUTING

Knowledge – Technical: Basic knowledge of laboratory equipment, instrumentation, and terminology needed to complete work. Basic knowledge of specimen processing and test procedures performed in the laboratory.

Coordination – Work: Ability to receive and prepare specimens for testing including verifying identification, assigning accession numbers, and arranging specimens. Ability to assist in performing components of routine and standardized tests following prescribed procedures. Ability to organize work assignments; provide routine office support. Ability to collect routine specimens from patients following standard patient care and collection procedures.

Data Collection/Analysis: Ability to make accurate observations; ability to collect and record a variety of data following standard procedures. Ability to follow established protocols for data collection.

Laboratory Operations: Ability to maintain appropriate level of testing supplies, reagents, and kits; ability to track and order supplies as needed. Ability to maintain laboratory equipment in proper working condition as needed. Ability to understand and comply with the quality control procedures. Ability to understand and comply with safety measures and guidelines. Ability to follow laboratory manual.

Instruction: Ability to orient staff, students, physicians, and other health care personnel to laboratory services. Ability to inform patients about specimen collection procedures.

JOURNEY

Knowledge – Technical: General knowledge of laboratory equipment, instrumentation, and terminology needed to complete the work. General knowledge of test procedures performed in the laboratory.

Coordination – Work: Ability to identify problems with specimen processing. Ability to perform routine tests and procedures following prescribed procedures; ability to identify needs for variation in testing procedures. Ability to coordinate the work of others following prescribed procedures. Ability to collect specimens requiring application of skilled techniques, following a variety of standard patient care and collection procedures.

Data Collection/Analysis: Ability to make accurate observations; ability to record, tabulate and organize data; ability to prepare written reports of test results; may require ability to assist in analysis of data. Ability to ensure quality control of data collection; ability to identify and report variations or discrepancies in the data.

Laboratory Operations: Ability to plan and monitor resources needed to operate the laboratory; ability to maintain supply inventory. Ability to maintain and calibrate laboratory equipment as needed. Ability to evaluate and modify quality control procedures. Ability to coordinate and train others to ensure compliance with safety measures and guidelines. Ability to maintain an up-to-date laboratory manual. Ability to maintain and monitor records and proficiency testing.

Instruction: Ability to train others (students, physicians, and other health care personnel) in the performance of laboratory tests and procedures and the proper use and care of specialized equipment. Ability to document how to conduct procedures; ability to review and maintain correct standard operations, procedures and protocols. Ability to instruct patient in follow-up care as needed.

ADVANCED

Knowledge – Technical: Considerable knowledge of laboratory equipment, instrumentation, and terminology needed to complete the work; may include specialized knowledge. Knowledge of the basic physiological processes being monitored and how medical laboratory science is applied; knowledge in a variety of laboratory procedures applicable to the area(s) of work.

Laboratory Operations: Ability to manage laboratory resources; ability to establish priorities in the use of resources including supplies and equipment; may require ability to monitor expenditures. Ability to maintain and calibrate specialized laboratory equipment as needed. Ability to assist in developing and monitoring quality control program. Ability to assist in

Coordination – Work: Ability to resolve specimen processing problems; prepare specimens for special testing situations. Ability to perform and/or assist in specialized tests in one or more specific medical technological area(s); ability to assist in modifying procedures and methodologies and in evaluating new techniques. Ability to supervise others working in the laboratory and/or serves as a resource to others. Ability to collect specimens from patients during specialized procedures following standard patient care guidelines.

Data Collection/Analysis: Ability to make accurate observations; ability to record and organize data; ability to prepare data for analysis; ability to provide preliminary summary of test results; ability to prepare written reports of specialized test results. Ability to assist in resolving issues related to variations or discrepancies in the data; ability to research issues related to abnormal test results.

developing and monitoring safety measures and guidelines. Ability to maintain an up-to-date laboratory manual including documentation of specialized procedures; ability to make recommendations for changes needed to the laboratory manual. Ability to maintain and monitor records and proficiency testing for specialized testing.

Instruction: Ability to develop and coordinate instruction of others (students, physicians, and other health care personnel) in the operation of specialized equipment and/or research techniques. Ability to document how to conduct procedures for specialized laboratory testing; ability to assist in developing new standard operations, procedures and protocols. Ability to instruct patient in follow-up care after specialized procedures.

MINIMUM TRAINING AND EXPERIENCE: High school diploma or equivalency and one year of laboratory experience; or equivalent combination of training and experience. Some positions may require compliance with current Clinical Laboratory Improvement Amendments (CLIA) regulations.

Special Note: This is a generalized representation of positions in this class and is not intended to reflect essential functions per ADA. Examples of competencies are typical of the majority of positions, but may not be applicable to all positions.