

MEDICAL LABORATORY ASSISTANT III

This is routine laboratory processing and technical work in performing a few routine, simple, and standardized tests and/or assisting medical laboratory staff in performing more complicated laboratory tests which are used in the diagnosis and treatment of patients and animals.

Employees perform a few routine and standardized tests that may cross several medical technological areas where the test results are specific, predictable, and require minimal interpretation. In addition, they may also perform preliminary techniques necessary to prepare clinical specimens for qualitative and quantitative analysis. Duties are performed in accordance with prescribed procedures and any deviations are usually accompanied with specific instructions. Work may include other related duties as determined by management. This work is found throughout labs in State Government and is supervised by higher level medical laboratory personnel.

I. DIFFICULTY OF WORK:

Complexity - Employees are responsible for receiving specimens from a variety of sources, verifying identification information, and assigning an accession number. Employees are responsible for proper specimen processing, specimen storage, and accurately completing laboratory work orders. Depending upon the assigned area and the laboratory dynamics, employees may perform any combination of the following simple procedures a minimum of 25% of the time: Glucose determinations; urinalysis dip stick(s) and specific quantity; specimen inoculation on primary plating media, gram stains for preliminary analysis, and identification of specific gram negative and positive rods; monospot, cold agglutination, pregnancy test, and RPR for syphilis; manual hematocrit, sedimentation rates, reticulocyte counts, and clotting times. Employees must be knowledgeable of applicable techniques of procedures performed and refer test results and questionable situations to other medical laboratory staff. Work may also include the disposal of outdated specimens; stocking and preparing needed media and reagents; and coordinating priority specimen processing for emergency situations.

Guidelines - Work is performed according to daily schedules and specific dress pattern guidelines. Any test results or unusual situations which exceed specific guideline parameters are referred to a technical resource or supervisor.

II. RESPONSIBILITY:

Accountability - The results of these tests and any preliminary specimen processing for more complex testing must be completed accurately. The materials prepared and tests performed are usually referred to higher-level medical laboratory personnel for review and further testing. Employees decide upon the acceptability of specimens and decide if initial specimen processing routine tests which are performed fall within established guidelines. Employees perform laboratory tests for the general public that will impact on the public's health.

Consequence of Action - Inaccurate test results could result in an inappropriate, or lack of, treatment for the patients. Some inaccurate test results, such as in hematocrits, could deny clients certification for local health programs.

Review - Test results and specimen processing are reviewed by other laboratory personnel. Any unusual test results and problem situations are immediately referred to other medical laboratory staff.

III. INTERPERSONAL COMMUNICATIONS:

Subject Matter - Employees discuss the routine procedure and processing techniques with other laboratory staff. Employees may have contact with clinicians in reporting results, and providing basic information on specimen processing.

Purpose - Discussions with medical laboratory staff or clinician are usually to receive instructions and information concerning test techniques or processing information.

IV. WORK ENVIRONMENT:

Nature of Working Conditions - Work is performed in a medical laboratory where conditions are generally agreeable.

Nature and Potential of Personal Hazards - Employees may be exposed to infectious organisms, dangerous chemicals, fumes, electrical equipment, and odors.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Some knowledge of applicable laboratory instrumentation and equipment; some knowledge of test procedures performed in the laboratory; knowledge of specimen processing; skill in the use of laboratory equipment and in the performance of procedures; ability to make accurate observations; ability to understand and follow oral and written instructions.

Minimum Education and Experience - High school or General Educational Development diploma and one year of laboratory experience; or an equivalent combination of education and experience.