

I. 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.

II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Contributing	Journey	Advanced
<p>Positions at this level receive or directly procure specimens from a variety of sources, verify identification information, assign accession numbers, and arrange specimens for testing. Positions may perform routine and standardized tests following prescribed procedures. Positions are responsible for specimen processing, specimen storage, and completing laboratory work orders. Work may also include the disposal of outdated specimens, stocking and preparing media, reagents, and supplies, and maintenance of equipment. Some positions may provide services such as classroom support, phlebotomy services, specimen procurement from patients, and office services. Work may also include training procedural mechanics to students, physicians, and other health care personnel.</p>	<p>Positions at this level perform a variety of routine and standardized laboratory tests. Positions may perform a variety of tests that cross several of the medical technological areas or tests performed may be less varied, but require more in-depth knowledge of the testing area. Work may include preparing media and reagents and maintaining and calibrating equipment. Work may include orientation, training, and/or supervision of student workers, technical staff, and faculty. Positions may assist in coordinating the daily operations of a laboratory.</p>	<p>Positions at this level perform more specialized tests in one or more specific medical technological area(s). Work includes assisting laboratory managers and researchers in developing and evaluating performance and quality control procedures. Work may include executing experimental procedures, performing preliminary analysis, providing statistical analyses and interpretation, and presentation of results. Work may include orientation, training, and/or supervision of student workers, technical staff, and faculty. Positions may coordinate the daily operations of the laboratory.</p>

III. COMPETENCIES

Competency	Definition
Knowledge - Technical	Technical skill and knowledge in medical laboratory technician work; the ability to learn new laboratory techniques.
Coordination - Work	Ability to follow specific medical laboratory instructions. Ability to perform routine tasks. Ability to check work for accuracy before completion of tasks.
Data Collection/Analysis	Ability to observe, monitor, collect, and record data. Ability to assess the accuracy, validity and integrity of the data. Ability to interpret and evaluate results and create reports and/or presentations.
Laboratory Operations	Ability to provide oversight of technical and administrative activities in a laboratory setting - coordinate and manage facilities, equipment, supplies and related resources; ability to monitor quality control and environmental risks; ability to understand and comply with safety standards to maintain a safe environment.
Instruction	Ability to instruct and train employees, students, faculty and/or other clients by providing information, including appropriate procedures, practices and/or operation of equipment.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

IV. COMPETENCY STATEMENTS BY LEVEL

Knowledge – Technical

Technical skill and knowledge in medical laboratory technician work; the ability to learn new laboratory techniques.

Contributing	Journey	Advanced
<p>Basic knowledge of laboratory equipment, instrumentation, and terminology needed to complete work.</p> <p>Basic knowledge of specimen processing and test procedures performed in the laboratory.</p>	<p>General knowledge of laboratory equipment, instrumentation, and terminology needed to complete the work.</p> <p>General knowledge of test procedures performed in the laboratory.</p>	<p>Considerable knowledge of laboratory equipment, instrumentation, and terminology needed to complete the work; may include specialized knowledge.</p> <p>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.</p>

Coordination – Work

Ability to follow specific medical laboratory instructions. Ability to perform routine tasks. Ability to check work for accuracy before completion of tasks.

Contributing	Journey	Advanced
<p>Ability to receive and prepare specimens for testing including verifying identification, assigning accession numbers, and arranging specimens.</p> <p>Ability to assist in performing components of routine and standardized tests following prescribed procedures.</p> <p>Ability to organize work assignments; provide routine office support.</p> <p>Ability to collect routine specimens from patients following standard patient care and collection procedures.</p>	<p>Ability to identify problems with specimen processing.</p> <p>Ability to perform routine tests and procedures following prescribed procedures; ability to identify needs for variation in testing procedures.</p> <p>Ability to coordinate the work of others following prescribed procedures.</p> <p>Ability to collect specimens requiring application of skilled techniques, following a variety of standard patient care and collection procedures.</p>	<p>Ability to resolve specimen processing problems; prepare specimens for special testing situations.</p> <p>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.</p> <p>Ability to supervise others working in the laboratory and/or serves as a resource to others.</p> <p>Ability to collect specimens from patients during specialized procedures following standard patient care guidelines.</p>

Data Collection/Analysis

Ability to observe, monitor, collect, and record data. Ability to assess the accuracy, validity and integrity of the data. Ability to interpret and evaluate results and create reports and/or presentations.

Contributing	Journey	Advanced
<p>Ability to make accurate observations; ability to collect and record a variety of data following standard procedures.</p> <p>Ability to follow established protocols for data collection.</p>	<p>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.</p> <p>Ability to ensure quality control of data collection; ability to identify and report variations or discrepancies in the data.</p>	<p>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.</p> <p>Ability to assist in resolving issues related to variations or discrepancies in the data; ability to research issues related to abnormal test results.</p>

Laboratory Operations

Ability to provide oversight of technical and administrative activities in a laboratory setting - coordinate and manage facilities, equipment, supplies and related resources; ability to monitor quality control and environmental risks; ability to understand and comply with safety standards to maintain a safe environment.

Contributing	Journey	Advanced
<p>Ability to maintain appropriate level of testing supplies, reagents, and kits; ability to track and order supplies as needed.</p> <p>Ability to maintain laboratory equipment in proper working condition as needed.</p> <p>Ability to understand and comply with the quality control procedures.</p> <p>Ability to understand and comply with safety measures and guidelines.</p> <p>Ability to follow laboratory manual.</p>	<p>Ability to plan and monitor resources needed to operate the laboratory; ability to maintain supply inventory.</p> <p>Ability to maintain and calibrate laboratory equipment as needed.</p> <p>Ability to evaluate and modify quality control procedures.</p> <p>Ability to coordinate and train others to ensure compliance with safety measures and guidelines.</p> <p>Ability to maintain an up-to-date laboratory manual.</p> <p>Ability to maintain and monitor records and proficiency testing.</p>	<p>Ability to manage laboratory resources; ability to establish priorities in the use of resources including supplies and equipment; may require ability to monitor expenditures.</p> <p>Ability to maintain and calibrate specialized laboratory equipment as needed.</p> <p>Ability to assist in developing and monitoring quality control program.</p> <p>Ability to assist in developing and monitoring safety measures and guidelines.</p> <p>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.</p> <p>Ability to maintain and monitor records and proficiency testing for specialized testing.</p>

Instruction

Ability to instruct and train employees, students, faculty and/or other clients by providing information, including appropriate procedures, practices and/or operation of equipment.

Contributing	Journey	Advanced
<p>Ability to orient staff, students, physicians, and other health care personnel to laboratory services.</p> <p>Ability to inform patients about specimen collection procedures.</p>	<p>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.</p> <p>Ability to document how to conduct procedures; ability to review and maintain correct standard operations, procedures and protocols.</p> <p>Ability to instruct patient in follow-up care as needed.</p>	<p>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.</p> <p>Ability to document how to conduct procedures for specialized laboratory testing; ability to assist in developing new standard operations, procedures and protocols.</p> <p>Ability to instruct patient in follow-up care after specialized procedures.</p>

V. MINIMUM TRAINING & 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.

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