

GENERAL DESCRIPTION OF CLASS

The MEDICAL LABORATORY TECHNICIAN 1 provides technical support to professional medical laboratory staff by preparing samples for testing; by preparing reagents, test media, and stains used in laboratory; and by performing a limited variety of standardized laboratory tests and examination procedures. Employees in this class may assist in more complex testing procedures in a specialized area.

DISTINGUISHING FEATURES

This is the first level of a two-level series. This class is distinguished from the higher level by performing a limited number of tests on a repetitive basis, by the detailed instructions provided and by the work being observed, checked, and verified in process and thoroughly reviewed upon completion. The tests performed by employees at this level have detailed and well defined procedures for detecting errors, are performed according to completely defined written procedures, and do not require correlation with other tests before reporting results. Employees at this level determine the accuracy of tests run but are not responsible for interpreting test results.

DUTIES AND RESPONSIBILITIES

- 1.Specimen Preparation.** Typical tasks: receives specimens for testing (this may include collecting specimen from patient) and assigns accession number to specimen and requisition slip; prepares specimen for analysis by diluting, filtrating, or centrifuging; prepares slides used for microscopic examinations; prepares extracts to be tested using plasma and other solutions appropriate to test to be performed.
- 2.Laboratory Testing.** Typical tasks: calibrates equipment and organizes supplies and reagents; performs quality control checks on equipment used by comparing readings from quality control samples with known values to determine if equipment is functioning within acceptable limits; performs microbiological, chemical, immunological, serological, and microscopic tests, as well as biological assays, using standard laboratory testing equipment; records test data and results; may telephone test results to doctor, veterinarian, or pathologist and/or enter that information into computer after it is reviewed by supervisor or technologist; prepares a monthly report on all tests performed.
- 3.Materials Preparation.** Typical tasks: weighs out media and chemicals and prepares reagents, stains, chemical solutions, and other media according to written instructions; dispenses prepared media into proper receptacles such as petri dishes, test tubes, and flasks; maintains inventory of reagents, media, and stains; makes preparations on a weekly or monthly basis, as necessary, to assure an adequate stock and the availability of quantities required in performing tests; runs quality control checks on material prepared and records all quality control activities.
- 4.Miscellaneous.** Typical tasks: cleans and lubricates equipment used in testing; cleans, sterilizes, and runs quality control checks on glassware used in laboratory; sterilizes and disposes of contaminated or infectious materials; demonstrates performance of assigned duties to students or trainees; may receive training in a broad range of more complex procedures, to enhance capabilities and attain career development goals.

RELATIONSHIPS WITH OTHERS

Depending on area of assignment, employees in this class have regular telephone contact with doctors, nurses, veterinarians, county health personnel, or personnel with the Federal Department of Agriculture, to report test results or to obtain further information about specimens which have been submitted in order to prepare specimen or to perform test. Some employees in this class have occasional in-person contact with patients to obtain blood samples.

SUPERVISION RECEIVED

Employees in this class work under the supervision of a medical laboratory supervisor or other professional superior. Although much of the work performed is under general supervision, the testing procedures performed by employees in this class are closely monitored, with the work being checked and verified in process and thoroughly reviewed upon completion. Work is assigned verbally by supervisor. In addition to the review of test procedures during process and upon completion, quality control, maintenance, and calibration records are reviewed monthly to assure media, reagents, and equipment functioning are within acceptable limits. Work is also reviewed through informal discussions or meetings to discuss workload and problems.

The College of American Pathologists, Nuclear Regulatory Commission, National Committee of Clinical Laboratory Standards, and State Health Department set the standards for the types of laboratory tests that can be done and how they are to be performed. These standards are used as the basis for agency laboratory policies and procedures. Laboratory manuals indicate the quality control checks to run and outline procedures for performing tests, preparing media and reagents, and preparing specimens for testing. Equipment manuals are used as guidelines in the operation and maintenance of equipment and instruments.

GENERAL INFORMATION

Positions in this class are primarily found in hospitals and health institutions. They require the willingness to work in the environment associated with the position's location and purpose.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

General knowledge of medical laboratory terminology, equipment, materials, and techniques.

General knowledge of chemistry, biology, physiology, and mathematics.

General knowledge of the techniques required for general laboratory safety and the proper handling of hazardous materials.

General knowledge of aseptic techniques.

Skill in the care and handling of laboratory specimens.

Skill in preparing clear and accurate records.

Skill in preparing laboratory reagents, solutions, and media used in testing.

Skill in oral and written communications.

Ability to operate and maintain standard laboratory equipment.

Ability to read and follow scientific laboratory methods and procedures.

Ability to learn new procedures rapidly.
Ability to learn techniques and procedures required when working with potentially infectious or hazardous chemicals and specimens.
Ability to calibrate and maintain laboratory equipment.
Ability to follow written and oral instructions accurately.
Ability to perform a limited variety of standard and routine medical laboratory tests with accuracy.
Ability to prepare specimens for analysis.
Ability to work effectively with staff and clients.
Ability to work safely with hazardous and infectious materials.
Ability to make decisions and work independently.
Ability to obtain information necessary to solve problems.
Ability to organize and prioritize work.

Some positions in this class may require one or more of the following:

Skill in the collection of blood samples from patients.

Ability to use the computer for data input.

Ability to demonstrate performance of assigned duties to student trainees.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.