

**GENERAL DESCRIPTION OF CLASS**

The MEDICAL LABORATORY TECHNICIAN 2 provides technical support to professional medical laboratory personnel by performing a variety of standard testing and examination procedures. Employees in this class frequently assist a technologist or other professional in performing technically complex tests or procedures.

**DISTINGUISHING FEATURES**

This is the second level of a two-level series. This class is distinguished from the lower level by the greater variety and complexity of tests performed, less supervision required during testing, and greater responsibility for accuracy and judgment of the appropriateness of test results. Employees carry out standardized procedures with minimal review during the process but with review of test results upon completion of the test.

Tests performed at this level may 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.Laboratory Testing.** Typical tasks: receives specimens for testing and assigns accession number to specimen and requisition slip; prepares specimen for analysis by diluting, filtrating, centrifuging, or staining; calibrates equipment and organizes supplies and reagents; performs quality control checks on equipment by comparing readings from quality control samples with known values to determine if equipment is functioning within acceptable limits; performs a variety of microbiological, chemical, immunological, serological, and microscopic tests, as well as biological assays, using standard laboratory testing equipment; evaluates tests for accuracy, which may require correlation with other test results; records test data and results after test results are reviewed by supervisor or technologist; telephones test results to doctor, veterinarian, or pathologist and may enter test results into computer; assists technologist or other professional in performing complex tests or procedures as needed; prepares a monthly report on all tests performed.
- 2.Materials Preparation.** Typical tasks: weighs out media and chemicals and prepares reagents, stains, chemical solutions, and other media according to written instructions; performs quality control checks on material prepared and records all quality control activities.
- 3.Miscellaneous.** Typical tasks: cleans and lubricates equipment used in testing; maintains stock of laboratory supplies by obtaining them from stock or preparing purchase requisition orders for materials to be ordered; demonstrates performance of assigned duties to trainees, students, and coworkers; may receive training in a broad range of very complex procedures to enhance capabilities and attain career development goals; may maintain stock cultures used in testing.

**RELATIONSHIPS WITH OTHERS**

Depending on area of assignment, employees in this class have regular telephone contact with doctors, nurses, veterinarians, or county health personnel to report lab results or to obtain information on submitted samples, in order to prepare the specimen or perform the test.

## **SUPERVISION RECEIVED**

Employees in this class work under the general supervision of a medical laboratory supervisor or other professional superior. Test results are reviewed upon completion for quality and accuracy. Critical phases of the work are reviewed while in process. Quality control, maintenance, and calibration records are reviewed to assure media, reagents, and equipment functioning are within acceptable limits. 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 which 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 standard clinical laboratory testing procedures.

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

General knowledge of the operation and maintenance of various standard laboratory instruments and equipment.

Skill in performing a variety of standard laboratory tests.

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 reading and following scientific laboratory methods and procedures.

Skill in calibrating and maintaining standard laboratory equipment.

Skill in oral communications to provide and obtain information.

Skill in preparing appropriate reagents and controls.

Ability to learn new procedures rapidly.

Ability to organize and prioritize work.

Ability to follow written and oral instruction accurately.

Ability to make independent decisions.

Ability to work under pressure of deadlines.

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

Ability to use computer for data input.

Ability to demonstrate performance of assigned duties to students, trainees, or coworkers.

**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.