

CLASS SERIES CONCEPT AND RESPONSIBILITIES

The MEDICAL LABORATORY TECHNICIAN provides technical support to professional clinical staff by performing routine/standardized laboratory tests for the diagnosis, treatment and prevention of disease as well as performing pre- and post-analytical functions to support testing. Employees in this series may assist in more complex testing procedures in a specialized area. Employees determine the accuracy of patient information, as well as test results, but are not responsible for interpreting test results.

Depending on the area of assignment, employees in this series have regular telephone contact with doctors, nurses, veterinarians, county health personnel or personnel with other public agencies to report test results or to obtain further information about specimens submitted in order to prepare specimens or to perform tests. Some employees have occasional in-person contact with patients to obtain specimens.

Employees in this class work under general supervision of a clinical laboratory supervisor or other professional staff. In addition to the review of work during process and upon completion, quality control, maintenance, and calibration records are reviewed monthly to ensure media, reagents, and equipment functioning are within acceptable limits. Work is also reviewed through informal discussions or meetings to discuss workload and problems.

For work performed in a medical setting, the Clinical Laboratory Improvement Amendments, College of American Pathologists, Nuclear Regulatory Commission, The Joint Commission, National Committee of Clinical Laboratory Standards, Center for Medicare and Medicaid Services 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.

Specimen Preparation: Receive specimens for testing (this may include collecting specimens from patients or species). Assign accession number to specimens and requisition slips, accession specimens into the information system; and prepare specimens for testing and analysis by diluting, filtrating, centrifuging, or staining. Prepare extracts to be tested using plasma and other solutions appropriate for the test to be performed.

Laboratory Testing: Calibrate equipment and organize supplies and reagents. Perform 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. Perform microbiological, chemical, immunological, serological, microscopic and molecular tests, as well as biological assays, using standard laboratory testing equipment. Record test data and results and may telephone test results to doctor, veterinarian, or pathologist and/or enter that information into computer. Prepare a monthly report on all tests performed.

Materials Preparation: Weigh out media and chemicals and prepare reagents, stains, chemical solutions, and other media according to written instructions. Dispense prepared media into proper receptacles such as petri dishes, test tubes and flasks. Maintain inventory of reagents, media and stains. Make preparations on a weekly or monthly basis, as necessary, to assure an adequate stock and the availability of quantities required in performing tests. Run quality control checks on material prepared and record all quality control activities.

Miscellaneous: Clean and lubricate equipment used in testing. Clean, sterilize and run quality control checks on glassware used in laboratory. Sterilize and dispose of contaminated or infectious materials. May prepare, ship and receive infectious agents according to applicable regulations. May demonstrate 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.

DISTINGUISHING FEATURES

This is a two-level, paraprofessional classification series.

Level 1

The MEDICAL LABORATORY TECHNICIAN 1 is the first level of this paraprofessional, two-level series. This class is distinguished from the higher level by the set-up and support of routine testing, by the detailed instructions provided and the work being observed, checked and verified in process and thoroughly reviewed upon completion. The tasks performed by employees at this level have detailed and well defined procedures for detecting errors and are performed according to established written procedures.

Level 2

The MEDICAL LABORATORY TECHNICIAN 2 is the second level of this paraprofessional, two-level series. This class is distinguished from the lower level by the greater variety and complexity of tasks performed, less supervision required and greater responsibility for accuracy and judgment of the appropriateness of test results. Employees carry-out standardized procedures with minimal review during the process. They assist the technologist or other professionals in the set-up and performance of complex tests or procedures as needed and perform quality control checks on material prepared and records all quality control activities. Employees may maintain stock cultures used in testing. Tests supported by this level are generally at a higher complexity and the specimens may pose a higher potential risk to the employee.

At this level, employees demonstrate performance of assigned duties to trainees, students and coworkers. They may receive training in a broad range of very complex procedures to enhance capabilities and attain career development goals.

The responsibilities within the Concept and Distinguishing Features are characteristic of the type and level of work associated with these classes. Individual positions may do all or some combination of the responsibilities listed as well as other related responsibilities.

DISTINGUISHING FEATURES FROM SIMILAR SERIES

The Medical Laboratory Technician series differs from the Laboratory Technician series by its focus on providing technical support to professional clinical laboratory scientists who perform a variety of standard and complex tests to provide data used in the diagnosis, treatment and prevention of disease and work being performed in a clinical setting.

MINIMUM QUALIFICATIONS AND SKILLS

Medical Laboratory Technician 1

One year of "technical trainee" experience as a Laboratory Assistant in a clinical laboratory; **OR**

Completion of a certified clinical laboratory training program; **OR**

A Certificate or Associate's degree in an Applied Science from an accredited Medical or Clinical Laboratory Technician training program.

OREGON STATE HOSPITAL OPTION:

An Associate's degree or at least 60 semester hours (90 quarter hours) of academic credit from an accredited college/university, including six semester hours of chemistry and six semester hours of biology; **AND**

- Successful completion of a National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) or Accrediting Bureau of Health Education Schools (ABHES) accredited Medical Laboratory Technician (MLT) program within the last five years; **OR**
- Clinical Laboratory Assistant, American Society for Clinical Pathology, CLA (ASCP) certification; **OR**
- Successful completion of a 50 week U.S. military medical laboratory training course; **OR**
- Three years of full time acceptable clinical laboratory experience in Blood Banking, Chemistry, Hematology, Microbiology, Immunology and Urinalysis/Body Fluids in an accredited laboratory within the last ten years.

NOTE: Must have a current Medical Laboratory Technician certification. Transcripts with qualifying courses highlighted must be submitted for all required and/or related courses.

Knowledge and Skills:

- Knowledge of medical laboratory terminology, equipment, materials and techniques.
- Knowledge of chemistry, biology, physiology and mathematics.
- Knowledge of reagent stability and storage.
- Knowledge of the techniques required for general laboratory safety and the proper handling of hazardous materials.
- Knowledge of factors that influence test results.
- Knowledge of aseptic techniques.
- Skill in the proper care, handling and collection of laboratory specimens, including patient preparation, if applicable.
- Skill in labeling, handling, preservation or fixation, processing or preparation, transportation and storage of specimens.
- Skill in interpreting all standard laboratory procedures.
- Skill in performing each test method and proper instrument use.
- Skill in performing preventive maintenance, troubleshooting and calibration procedures related to each test performed.
- Skill in implementing the quality control policies and procedures of the laboratory.
- Skill to assess and verify the validity of patient test results through the evaluation of quality control sample values prior to reporting patient test results.
- Skill in preparing clear and accurate records.
- Skill in preparing laboratory reagents, solutions and media used in testing.
- Skill in oral and written communications.
- Skill in packaging and shipping of infectious agents.

Medical Laboratory Technician 2

A Bachelor's degree in Chemistry, Biology or Microbiology; **OR**

Two years of Medical Laboratory Technician 1 level experience preparing reagents, test media and stains, performing standardized laboratory tests and examinations, and assisting occasionally in more complex, specialized testing procedures; **AND**

- One year of "technical trainee" experience as a Laboratory Assistant in a clinical laboratory; **OR**
- Completion of a certified clinical laboratory training program; **OR**

- A Certificate or Associate's degree in an Applied Science from an accredited Medical or Clinical Laboratory Technician training program.

OREGON STATE HOSPITAL OPTION:

A Bachelor's degree in Chemistry, Biology or Microbiology; **OR**

An Associate's degree or at least 60 semester hours (90 quarter hours) of academic credit from a regionally accredited college/university, including six semester hours of chemistry and six semester hours of biology; **AND**

One year of Medical Laboratory Technician 1 level experience preparing reagents, test media and stains, performing standardized laboratory tests and examinations, and assisting occasionally in more complex, specialized testing procedures; **AND**

- Successful completion of a National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) or Accrediting Bureau of Health Education Schools (ABHES) accredited Medical Laboratory Technician (MLT) program within the last five years; **OR**
- Clinical Laboratory Assistant, American Society for Clinical Pathology, CLA (ASCP) certification; **OR**
- Successful completion of a 50-week U.S. military medical laboratory training course; **OR**
- Three years of full-time acceptable clinical laboratory experience in Blood Banking, Chemistry, Hematology, Microbiology, Immunology and Urinalysis/Body Fluids in an accredited laboratory within the last ten years.

NOTE: Must have current Medical Laboratory Technician certification. Transcripts with qualifying courses highlighted must be submitted for all required and/or related courses.

Knowledge and Skills (in addition to those listed in level 1):

Knowledge of standard clinical laboratory testing procedures.

Knowledge of the operation and maintenance of various standard laboratory instruments and equipment.

Skill in performing a variety of standard laboratory tests.

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.

NOTE: The KNOWLEDGE and SKILLS (KS) are required for initial consideration. Some duties performed by positions in this class may require different KS. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted: