

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Medical Laboratory Technician

**Class Code: 40644
Pay Grade: GG**

A. Purpose:

Medical Laboratory Technician personnel, as members of the healthcare delivery team, ensure reliable and accurate laboratory test results, which contribute to the diagnosis, treatment, prognosis, and prevention of physiological and pathological conditions in humans.

B. Distinguishing Feature:

The Medical Laboratory Technician must demonstrate competency and would perform moderately complex testing as defined by the American Society for Clinical Laboratory Science (ASCLS) as tests demanding some degree of independent judgment and interpretation under the direct supervisor of a Medical Technologist.

The Medical Technologist must demonstrate competency and would perform complex testing as defined by the ASCLS as tests requiring considerable amounts of independent judgment and interpretation for diagnostic purposes.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Performs venipuncture to obtain blood samples from patients to be delivered to the laboratory for testing.
 - a. Draws blood from patients in ward areas, laboratory, and clinic.
 - b. Chooses appropriate specimen vials.
 - c. Fills out requisition forms.
 - d. Labels sample vials.
 - e. Ensures nursing staff has followed proper pre-test protocols with the patients.
2. Collects urine samples for chemical components to deliver to the laboratory for testing.
 - a. Performs stick tests on samples.
 - b. Places specimens in a laboratory instrument to read them for chemical changes and normal or abnormal ranges.
 - c. Records and reports results.
3. Prepares samples or specimens for testing or analyses to prepare them for laboratory testing.
 - a. Racks and centrifuges specimen tubes.
 - b. Measures, dries, weighs, grinds, and autoclaves samples.
 - c. Places samples into laboratory equipment for sorting or dividing.
 - d. Combines reagents, solutions, or antigens with specimens.
 - e. Separates samples into desired components.
 - f. Filters samples.
4. Performs routine and supplemental laboratory tests on various types of specimens or samples to determine the presence of diseases, bacteria, or fungi.

- a. Draws specimens and applies to test cards, plates, or petri dishes; adds antigen, shakes or rotates, and observes for reactions or coagulation.
 - b. Examines samples and divides into different components for analysis.
 - c. Combines reagents with specimens or samples, places within laboratory test equipment, operates the equipment, and reads results.
 - d. Isolates and identifies pathogens.
5. Prepares solutions, mediums, and buffers to be used by laboratory staff in the completion of tests or studies.
- a. Performs routine transfers, purities, and transfers of stock culture.
 - b. Maintains culture growth schedules.
 - c. Inoculates cultures of fungi and bacteria to artificial media.
 - d. Follows standardized recipes to prepare, mix, and store.
 - e. Applies media to culture plates or petri dishes.
 - f. Autoclaves medias and solutions.
 - g. Prepares ion free water.
 - h. Stains tissues and coverslip slides.
6. Maintains records and reports to document laboratory activities.
- a. Records and distributes test results.
 - b. Prepares laboratory reports.
 - c. Logs test results into the computer.
7. Performs other work as assigned.

D. Reporting Relationships:

The incumbent does not supervise and reports to the Medical Laboratory Supervisor.

E. Challenges and Problems:

Challenges include collecting and delivering all specimens to the laboratory for testing within established timelines and maintaining accuracy and consistency of testing because of the variances in samples.

Problems include rush orders, poor specimen quality, failed tests, and dealing with patients who may be uncooperative or violent.

F. Decision-making Authority:

Decisions include whether samples are ready for testing, following correct procedures for collecting specimens, when to mix reagents and medias, whether test results indicate a positive or negative result, and recording test results.

Decisions referred include if test results are accurate and reasonable, which tests need to be repeated and what corrections to make, analysis of test results to determine medical diagnosis, if laboratory equipment is operating properly and within guidelines, questionable test results, establishment of quality control limits, validity of unexpected test results, changes in testing procedures, and recommending the purchase of new equipment.

G. Contact with Others:

Daily contact with laboratory, nursing, and other medical staff to gather and relay information regarding patients and with patients to collect specimens.

H. Working Conditions:

Work involves handling toxic chemicals, coming in contact with infectious body fluids, and contact with patients whose behavior may be uncooperative or assaultive.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- safe laboratory procedures;
- phlebotomy;
- methods, materials, equipment, and techniques of laboratory testing and analysis;
- reagent and media preparation;
- laboratory equipment, procedures, operation, and terminology.

Ability to:

- follow detailed directions and instructions;
- interpret subject matter;
- perform mathematical computations;
- maintain accurate laboratory records;
- use and maintain laboratory equipment;
- perform laboratory tests;
- review test results;
- communicate information clearly and concisely;
- establish and maintain effective relationships with coworkers and patients.

J. Licenses and Certification:

Must be registered or eligible to be registered as a Medical Laboratory Technician or Clinical Laboratory Technician under ASCP or NCA.