

I. DESCRIPTION OF WORK

Positions in this banded class perform a variety of bench procedures in a medical laboratory setting or perform a variety of procedures in multiple disciplines that aid in the diagnosis of disease, treatment of patients*, and the examination of patients post-mortem. Duties performed include performing test procedures, interpreting results, resolving or attempting to resolve procedural and/or instrumentation problems, and communicating information for clinical use. Work may include serving as a lead worker and/or assisting the supervisor in management of the laboratory. Work may include instruction, training and/or coordination of educational programs.

II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Contributing	Journey	Advanced
Positions at this level perform a variety of routine test procedures. Positions are responsible for examining specimens for acceptability, performing test procedures, interpreting results, and resolving procedural and/or instrumentation problems. Positions communicate information to clinicians. Work may include instruction and training for students and other health professionals in the performance of laboratory procedures and serving as technical resource to other staff and clinicians. Positions may supervise the daily operations of a laboratory and serve as lead worker.	Positions at this level perform a variety of routine and non-routine, moderately complex test procedures. Positions are responsible for interpreting results, resolving technical problems, providing clinical interface. Work may include instruction of staff and clinicians in the procedure's theoretical application and training new employees, staff, or clinicians. Positions may serve as lead worker and provide technical support to others. May supervise others.	Positions at this level perform specialized, complex test procedures including researching and adapting new methodology to the laboratory, providing consultation to clinicians, interpreting results, and assisting with the application of this information to the clinical situation. Positions at this level may coordinate educational programs for students, staff, and/or physicians, develop and monitor quality control programs, and serve as lead worker providing input into staff selection, performance evaluations, and laboratory planning, budget, and management. Positions may supervise others.

* human or animals

III. COMPETENCIES

Competency	Definition
Knowledge - Professional	Possession of a designated level of professional skill and/or knowledge in specific area(s) and the ability to keep up with current developments and trends in area(s) of expertise, usually acquired through post-secondary education.
Laboratory Testing and Analysis	Ability to follow standard procedures in conducting laboratory tests. Ability to check work for accuracy before completion of tasks. 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.
Laboratory Operations	Ability to provide oversight of technical and administrative activities in a laboratory setting - coordinate and manage supplies, equipment and related resources; ability to monitor quality control and environmental risks; ability to understand and comply with safety standards to maintain a safe environment. Ability to maintain records of laboratory procedures and results in compliance with regulatory requirements.
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 – Professional

Possession of a designated level of professional skill and/or knowledge in specific area(s) and the ability to keep up with current developments and trends in area(s) of expertise, usually acquired through post-secondary education.

Contributing	Journey	Advanced
<p>Knowledge of a variety of laboratory procedures applicable to the areas(s) of work.</p> <p>Knowledge of laboratory equipment, instrumentation, and terminology.</p> <p>Knowledge of the basic pathophysiological processes being monitored and how medical laboratory science is applied.</p>	<p>Considerable knowledge of a variety of laboratory procedures applicable to the areas(s) of work.</p> <p>Considerable knowledge of laboratory equipment, instrumentation, and terminology.</p> <p>General knowledge of the basic pathophysiological processes being monitored and how medical laboratory science is applied.</p>	<p>Specialized knowledge to a variety of laboratory procedures applicable to the areas(s) of work.</p> <p>In-depth theoretical knowledge of laboratory equipment, instrumentation, and terminology.</p> <p>Considerable knowledge of pathophysiological processes being monitored and how medical laboratory science is applied.</p>

Laboratory Testing and Analysis

Ability to follow standard procedures in conducting laboratory tests. Ability to check work for accuracy before completion of tasks. 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.

Contributing	Journey	Advanced
<p>Ability to perform routine and standardized tests following prescribed procedures; ability to ensure quality of specimens for testing according to guidelines; ability to recognize deviations from expected and/or normal results.</p> <p>Ability to follow specific instructions and guidelines used in the medical laboratory setting; ability to assist in modifying procedures and methodologies and in evaluating new techniques.</p> <p>Ability to prepare and analyze some data; ability to prepare non-routine data for analysis.</p> <p>Ability to provide test results to clinicians.</p>	<p>Ability to perform complex laboratory procedures; ability to recognize deviations from expected and/or normal results; ability to analyze results for possible solutions.</p> <p>Ability to recommend new test methodologies and/or modify existing ones to achieve desired results; ability to evaluate new techniques.</p> <p>Ability to prepare and analyze a variety of data; ability to provide detailed documentation and analysis of clinical and research data.</p> <p>Ability to provide clinical interface and discusses results with clinicians; ability to answer inquiries about test results.</p>	<p>Ability to perform complex, highly-specialized laboratory procedures; ability to develop methodologies for analyzing unusual results.</p> <p>Ability to research and adapt new test methodologies and/or modifies existing ones; ability to evaluate and select new techniques.</p> <p>Ability to provide analysis of complex and/or data from highly specialized tests.</p> <p>Ability to provide consultation to clinicians, interpreting results and assisting with the application of this information to the clinical situation.</p>

Laboratory Operations

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

Contributing	Journey	Advanced
<p>Ability to coordinate and direct the work of others in the laboratory; ability to train others; ability to serve as lead worker.</p> <p>Ability to plan and use laboratory resources efficiently; ability to participate in evaluating new methods, kits, procedures, and equipment.</p> <p>Ability to perform routine monitoring and maintenance of laboratory equipment.</p> <p>Ability to maintain quality control.</p> <p>Ability to follow health and safety measures and guidelines.</p>	<p>Ability to organize and direct the daily activities of the laboratory; ability to participate with supervisor in work planning, staff training, evaluating work, and counseling. Ability to serve as an expert in directing the work in specialized testing areas.</p> <p>Ability to manage laboratory resources including inventory control; ability to manage storage and acquisition of specimens; ability to establish priorities in the use of resources; may require ability to monitor expenditures.</p> <p>Ability to research and recommend purchase of new and/or replacement of equipment and supplies.</p> <p>Ability to evaluate and modify quality control procedures. Ability to review work of others for conformance with quality control procedures; ability to maintain quality control records.</p> <p>Ability to perform safety checks; ability to ensure compliance with health and safety guidelines. Ability to train others.</p>	<p>Ability to direct the daily activities of the laboratory of moderate variety and/or complexity including designing workflow, work assignment, generating standard operating procedures, and arranging for alternative testing.</p> <p>Ability to manage laboratory resources and facilities in a laboratory of moderate variety and complexity; ability to establish priorities in the use of resources and monitors expenditures.</p> <p>Ability to oversee purchase of new and/or replacement of equipment and supplies; ability to coordinate services with equipment vendors.</p> <p>Ability to design and develop quality control programs; ability to prepare quality control reports. Ability to serve as expert in quality control; ability to assist affiliated laboratories.</p> <p>Ability to develop and monitor health and safety guidelines in area of assignment. Ability to serve as expert in health and safety guidelines.</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 provide instruction and training for medical technology students, new staff, physicians, and other health professionals in the performance of laboratory procedures.</p> <p>Ability to serve as a technical resource to other staff and clinicians.</p> <p>Ability to provide patient and classroom educational materials.</p>	<p>Ability to develop and provide instruction and training for medical technology students, new staff, physicians, and other health professionals in the performance of laboratory procedures including specialized areas of testing.</p> <p>Ability to assist in planning education programs for clinical areas.</p> <p>Ability to develop and provide patient and classroom educational materials.</p>	<p>Ability to provide formal instruction, training, and/or consultation to students, medical staff, and general public.</p> <p>Ability to plan and coordinate education programs for clinical areas.</p> <p>Ability to research, design, and develop patient and classroom educational materials.</p>

V. MINIMUM TRAINING & EXPERIENCE

Bachelor’s degree in medical technology, chemistry, or a biological science; 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.