

MEDICAL TECHNOLOGIST SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date	Last Action
4095	Medical Technologist I	12	446	6 mo.	00/00/00	Rev.
4096	Medical Technologist II	12	446	6 mo.	00/00/00	Rev.
4097	Medical Technologist III	12	446	6 mo.	00/00/00	Rev.

Promotional Line: 143, 114

Series Narrative

This series includes positions that perform and/or supervise or manage clinical laboratory testing of patient specimens, and maintaining the requirements for accreditation. Clinical laboratory tests are performed on a wide variety of patient specimens in a clinical laboratory of a hospital or an out patient setting. Employees may be assigned to work in any one or a combination of areas of specialization. Although employees in this series may perform some of the same tests and examinations performed by technicians, they exercise a greater degree of judgment in that they determine probable causes for irregular or atypical findings. Technologists perform many difficult and complex tests and examinations following established guidelines, protocols, and procedures. Positions in this series are also responsible for instructing students and laboratory personnel in the principles and techniques of medical technology. The work requires full professional training in medical technology or in closely related scientific disciplines.

DESCRIPTION OF LEVELS OF WORK

Level I: Medical Technologist I

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Employees at this level function with relative independence following established protocols and procedures in performing a wide variety of standard tests and examinations in any one or a combination of areas of specialization. They determine probable causes for findings that are inconsistent with clinical findings or which exceed established tolerances.

A Medical Technologist I typically –

1. performs qualitative and quantitative tests and examinations using various analyzers and/or manual methods on specimen sources such as blood, urine, and other body fluids using established procedures.
2. performs established quality assurance procedures (quality control testing, instrument function checks and calibrations) maintains appropriate documentation and reports irregularities.
3. assesses accuracy and validity of obtained test results by applying knowledge of relevant scientific principles, recognizes changes that are critical to patient care, identifies probable causes for irregular and atypical findings.
4. maintains records of tests and examinations and final results for all record functions and inquiries related to patient care.
5. troubleshoots instruments and resolves technical problems whenever possible, documents corrective action, and reports problems to the supervisor.
6. assists in instructing students and laboratory personnel in the principles and techniques of diagnostic tests and examinations.
7. performs other related duties as assigned.

Level II: Medical Technologist II**4096**

Employees at this level manage and coordinate the daily activities of the laboratory or a specialized subsection of the laboratory, which may include supervision of testing personnel, if applicable, using seasoned judgment.

A Medical Technologist II typically –

1. plans, assigns, and may supervise the work of lower level laboratory and testing personnel; adjusts work assignments as required to achieve optimal utilization of available resources.
2. monitors and evaluates quality control data; determines causes and patterns of unacceptable results and initiates or suggests corrective action.
3. instructs testing personnel in established procedures, techniques and any new and modified procedures.
4. explains principles and techniques of tests and examinations to physicians, nurses, students and other personnel.
5. assists in procedure development and comparative evaluation of new and/or modified tests and assays.
6. assists in monitoring quality assurance and formulating any corrective action plan.
7. troubleshoots instruments, resolves technical problems, and initiates remedial actions.
8. may perform or assist the manager in performance appraisals of lower level employees.
9. performs laboratory work assigned to the lower level of this series.
10. performs other related duties as assigned.

Level III: Medical Technologist III**4097**

Employees at this level are responsible for the over-all planning and management of a clinical laboratory. Employees at this level are responsible for the development and maintenance of all policies and procedures of the clinical laboratory.

A Medical Technologist III typically –

1. plans and organizes work to be performed, including the scheduling of work, determination of priorities, and maintenance of records, to assure optimal utilization of manpower and equipment.
2. projects volume and intensity trends in the quantity of work to be performed; recommends the methods by which the laboratory is to adjust to changes in workflow.
3. monitors the laboratory's quality control functions by reviewing the quality control data and evaluating possible trends.
4. establishes written policies and procedures for a comprehensive quality assurance program, patient test management, quality control, test procedure and policy manuals, safety manual and quality improvement plans.
5. develops and coordinates the teaching and training function of the laboratory.

6. evaluates and ensures the laboratory's successful participation in external proficiency testing; assures corrective action if necessary; and maintains appropriate documentation.
7. serves as consultant concerning the potential and limitations of tests and procedures.
8. serves as liaison between laboratory personnel and external and internal medical staff and resolves operational problems arising in this area.
9. coordinates operations between the clinical laboratory and regulating agencies, suppliers, purchasing agents, reference laboratories, fiscal agents and technical support personnel.
10. manages the laboratory budget including the inventory and ordering of supplies; assumes responsibility for the maintenance of laboratory equipment and recommends procurement of equipment essential to the laboratory operations.
11. responsible for all regulatory compliance issues necessary for accreditation and licensure.
12. performs laboratory work related to the lower levels of this series as needed.
13. performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY:

Level I: Medical Technologist I

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CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. Any combination totaling **three years** from the following categories:
 - a) work experience involving clinical laboratory techniques and patient testing in a clinical laboratory of a hospital or out-patient clinic which provided education and training in medical technology
 - b) accredited 12-month medical technology training course/program and 90 semester hours of college course work (including lecture and laboratory work and excluding survey courses)
 - c) college course work in medical technology measured by the following conversion table or its proportional equivalent
 - 60 semester hours or an Associate's degree equals one year
 - 90 semester hours equals two years
 - 120 semester hours or a Bachelor's degree equals three years
 - d) college course work in biology, microbiology, chemistry, physiology or a closely related field such as, anatomy, molecular biology, pathology, genetics, etc. measured by the following conversion table or its proportional equivalent
 - 90 semester hours equals one year

- 120 semester hours or a Bachelor's degree equals two years

Note: In substituting work experience, training, and/or course work gained outside standard programs for the formal education and/or training provided in such programs, it is recommended that in order to ensure consistent application of these qualifications, the evaluation and verification of an applicant's work experience, training, and/or course work be accomplished through the cooperative efforts of an experienced clinical laboratory technologist and the personnel department in a manner which will preserve the applicant's anonymity.

Level II: Medical Technologist II**4096****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. High school graduation or equivalent
2. Any combination totaling **five years** from the following categories:
 - a) work experience involving clinical laboratory techniques and patient testing in a clinical laboratory of a hospital or out-patient clinic which provided education and training in medical technology
 - b) 90 semester hours of college course work (including lecture and laboratory work and excluding survey courses) and successful completion of an accredited 12-month medical technology training course/program equals three years
 - c) college course work in medical technology measured by the following conversion table or its proportional equivalent
 - 60 semester hours or an Associate's degree equals one year
 - 90 semester hours equals two years
 - 120 semester hours or a Bachelor's degree equals three years
 - d) college course work in biology, microbiology, chemistry, physiology or a closely related field such as, anatomy, molecular biology, pathology, genetics, etc. measured by the following conversion table or its proportional equivalent
 - 90 semester hours equals one year
 - 120 semester hours or a Bachelor's degree equals two years
 - e) Master's degree in medical technology, biology, microbiology, chemistry, physiology, or a closely related field such as, anatomy, molecular biology, pathology, genetics, etc., equals three years

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Supervisory ability

Level III: Medical Technologist III**4097**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. Any combination totaling **eight years** from the following categories:
 - a) work experience involving clinical laboratory techniques and patient testing in a clinical laboratory of a hospital or out-patient clinic which provided education and training in medical technology
 - b) 90 semester hours of college course work (including lecture and laboratory work and excluding survey courses) and successful completion of an accredited 12-month medical technology training course/program equals three years
 - c) college course work in medical technology measured by the following conversion table or its proportional equivalent
 - 60 semester hours or an Associate's degree equals one year
 - 90 semester hours equals two years
 - 120 semester hours or a Bachelor's degree equals three years
 - d) college course work in biology, microbiology, chemistry, physiology or a closely related field such as, anatomy, molecular biology, pathology, genetics, etc. measured by the following conversion table or its proportional equivalent
 - 90 semester hours equals one year
 - 120 semester hours or a Bachelor's degree equals two years
 - e) MBA with a Bachelor's degree in Medical Technology equals four years
 - f) Master's degree in medical technology, biology, microbiology, chemistry, physiology, or a closely related field such as, anatomy, molecular biology, pathology, genetics, etc., equals three years

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Supervisory ability