

**MEDICAL LABORATORY TECHNICIAN
COMPETENCY PROFILE**

Description of Work:

Positions in this banded class support or perform laboratory tests that are used in the diagnosis and treatment of patients and animals. Duties performed include: receiving or procuring specimens; preparing specimens for testing; processing specimens; assisting and/or performing laboratory tests; interpreting test results; and monitoring of test procedures, quality control and test interpretation. Work may include coordination of daily operational functions in the laboratory. Work may include training and orientation.

ROLE DESCRIPTIONS BY COMPETENCY LEVEL		
Contributing	Journey	Advanced
<p>Employees at this level receive or directly procure specimens from a variety of sources, verify identification information, assign accession numbers, and arrange specimens for testing. Employees may perform routine and standardized tests following prescribed procedures. Employees are responsible for specimen processing, specimen storage, and completing laboratory work orders. Work may also include the disposal of outdated specimens, stocking and preparing media, reagents, and supplies, and maintenance of equipment. Some employees may provide services such as classroom support, phlebotomy services, specimen procurement from patients, and office services. Work may also include training procedural mechanics to students, physicians, and other health care personnel.</p>	<p>Employees at this level perform a variety of routine and standardized laboratory tests. Employees may perform a variety of tests that cross several of the medical technological areas or tests performed may be less varied, but require more in-depth knowledge of the testing area. Work may include preparing media and reagents and maintaining and calibrating equipment. Work may include orientation, training, and/or supervision of student workers, technical staff, and faculty. Employees may assist in coordinating the daily operations of a laboratory.</p>	<p>Employees at this level perform more specialized tests in one or more specific medical technological area(s). Work includes assisting laboratory managers and researchers in developing and evaluating performance and quality control procedures. Work may include executing experimental procedures, performing preliminary analysis, providing statistical analyses and interpretation, and presentation of results. Work may include orientation, training, and/or supervision of student workers, technical staff, and faculty. Employees may coordinate the daily operations of the laboratory.</p>

Note: Competency statements are progressive and not all competencies apply to every position/employee. Evaluate only those that apply. For positions with some supervision consider the highest level of professional work performed.

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Competency	Definition
Knowledge - Technical	Technical skill and knowledge in medical laboratory technician work; the ability to learn new laboratory techniques.
Coordination - Work	Ability to follow specific medical laboratory instructions. Ability to perform routine tasks. Ability to check work for accuracy before completion of tasks.
Data Collection/Analysis	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 and create reports and/or presentations.
Laboratory Operations	Provides oversight of technical and administrative activities in a laboratory setting - coordinates and manages facilities, equipment, supplies and related resources; monitors quality control and environmental risks; understands and complies with safety standards to maintain a safe environment.
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.

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Knowledge - Technical

Technical skill and knowledge in medical laboratory technician work; the ability to learn new laboratory techniques.

Contributing	Journey	Advanced
1. Applies basic knowledge of laboratory equipment, instrumentation, and terminology needed to complete work.	1. Applies general knowledge of laboratory equipment, instrumentation, and terminology needed to complete the work.	1. Applies considerable knowledge of laboratory equipment, instrumentation, and terminology needed to complete the work; may include specialized knowledge.
2. Applies basic knowledge of specimen processing and test procedures performed in the laboratory.	2. Applies general knowledge of test procedures performed in the laboratory.	2. Applies knowledge of the basic physiological processes being monitored and how medical laboratory science is applied; applies knowledge in a variety of laboratory procedures applicable to the area(s) of work.

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Coordination – Work

Ability to follow specific medical laboratory instructions. Ability to perform routine tasks. Ability to check work for accuracy before completion of tasks.

Contributing	Journey	Advanced
1. Receives and prepares specimens for testing including verifying identification, assigning accession numbers, and arranging specimens.	1. Identifies problems with specimen processing.	1. Resolves specimen processing problems; prepares specimens for special testing situations.
2. Assists in performing components of routine and standardized tests following prescribed procedures.	2. Performs routine tests and procedures following prescribed procedures; identifies needs for variation in testing procedures.	2. Performs and/or assists in specialized tests in one or more specific medical technological area(s); assists in modifying procedures and methodologies and in evaluating new techniques.
3. Organizes work assignments; provides routine office support.	3. Coordinates the work of others following prescribed procedures.	3. Supervises others working in the laboratory and/or serves as a resource to others.
4. Collects routine specimens from patients following standard patient care and collection procedures.	4. Collects specimens requiring application of skilled techniques, following a variety of standard patient care and collection procedures.	4. Collects specimens from patients during specialized procedures following standard patient care guidelines.

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Data Collection/Analysis

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 and create reports and/or presentations.

Contributing	Journey	Advanced
1. Makes accurate observations; collects and records a variety of data following standard procedures.	1. Makes accurate observations; records, tabulates and organizes data; prepares written reports of test results; may assist in analysis of data.	1. Makes accurate observations; records and organizes data; prepares data for analysis; provides preliminary summary of test results; prepares written reports of specialized test results.
2. Follows established protocols for data collection.	2. Ensures quality control of data collection; identifies and reports variations or discrepancies in the data.	2. Assists in resolving issues related to variations or discrepancies in the data; researches issues related to abnormal test results.

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Laboratory Operations

Provides oversight of technical and administrative activities in a laboratory setting - coordinates and manages facilities, equipment, supplies and related resources; monitors quality control and environmental risks; understands and complies with safety standards to maintain a safe environment.

Contributing	Journey	Advanced
1. Maintains appropriate level of testing supplies, reagents, and kits; tracks and orders supplies as needed.	1. Plans and monitors resources needed to operate the laboratory; maintains supply inventory.	1. Manages laboratory resources; establishes priorities in the use of resources including supplies and equipment; may monitor expenditures.
2. Maintains laboratory equipment in proper working condition as needed.	2. Maintains and calibrates laboratory equipment as needed.	2. Maintains and calibrates specialized laboratory equipment as needed.
3. Understands and complies with the quality control procedures.	3. Evaluates and modifies quality control procedures.	3. Assists in developing and monitoring quality control program.
4. Understands and complies with safety measures and guidelines.	4. Coordinates and trains others to ensure compliance with safety measures and guidelines.	4. Assists in developing and monitoring safety measures and guidelines.
5. Follows laboratory manual.	5. Maintains an up-to-date laboratory manual.	5. Maintains an up-to-date laboratory manual including documentation of specialized procedures; makes recommendations for changes needed to the laboratory manual.
6. NA	6. Maintains and monitors records and proficiency testing.	6. Maintains and monitors records and proficiency testing for specialized testing.

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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
1. Orients staff, students, physicians, and other health care personnel to laboratory services.	1. Trains others (students, physicians, and other health care personnel) in the performance of laboratory tests and procedures and the proper use and care of specialized equipment.	1. Develops and coordinates instruction of others (students, physicians, and other health care personnel) in the operation of specialized equipment and/or research techniques.
2. NA	2. Documents how to conduct procedures; reviews and maintains correct standard operations, procedures and protocols.	2. Documents how to conduct procedures for specialized laboratory testing; assists in developing new standard operations, procedures and protocols.
3. Informs patients about specimen collection procedures.	3. Instructs patient in follow-up care as needed.	3. Instructs patient in follow-up care after specialized procedures.

Recommended Minimum Training Guideline:

Graduation from high school and one year of laboratory experience; or an equivalent combination of education and experience.

Special 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.