



Career Service Authority
Medical Technologist

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GENERAL STATEMENT OF CLASS DUTIES

Performs highly technical routine and emergency laboratory procedures in the Medical Laboratory including Hematology, Chemistry, Toxicology, and the Blood Bank.

DISTINGUISHING CHARACTERISTICS

This classification is located at Denver Health Medical Center and is being maintained for promotional purposes.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communications and Purpose:

Contacts with the public or employees where factual information relative to the organization or its functions are received, relayed, or a service rendered according to established procedures or instructions.

Level of Supervision Exercised:

May perform lead work over sub professional employees.

ESSENTIAL DUTIES

Collects or receives specimens as directed and takes them to the laboratory for analysis, using appropriate or specified equipment for collecting and handling specimens. May be responsible for labeling specimens and logging them into the laboratory, and discarding them after test or storing them for future reference.

Performs highly technical routine and emergency procedures and laboratory analysis as required in an accurate and timely manner and notifies primary caregiver(s) of laboratory results.

Conducts tests to identify chemical processes for evaluation of individual health problems.

Maintains established departmental policies and procedures, quality improvement, safety, environmental and infection control standards.

Some positions may inoculate, cultivate, classify, and identify micro-organisms found in bodily fluids, exudates, skin scrapings, autopsy and surgical specimens in order to provide data on cause, cure, and prevention of infectious diseases.

Some positions may prepare and interpret gram and acid fast stains as well as preparation for fungus and parasitology.

Some positions may perform all required procedures related to counting and identification of blood cells, coagulation studies and other specialized hematology procedures.

Some positions may be required to train and evaluate intern and new employees.

Some positions may install software, update and format databases, and resolve user problems in an automated laboratory system.

Some positions may conduct genital examinations, diagnose related laboratory specimens, and apply established protocols for treatment and counseling of patients. Processes daily lab specimens in a timely manner using standard laboratory procedures. Performs research experiments in the specialized HIV, HSV and HPV fields.

Performs emergency equipment repair to maintain laboratory service.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Integrity/Honesty - Displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, chooses an ethical course of action, and is trustworthy.

Conscientiousness - Displays a high level of effort and commitment towards performing work and demonstrates responsible behavior.

Interpersonal Skills – Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, may deal with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

Oral Communication – Communicates or explains ideas and/or information clearly. Thoughts are well organized and recognizes potential miscommunications.

Problem Solving – Identifies problems, determines accuracy and relevance information, and uses sound judgment to generate and evaluate alternatives and to make recommendations.

Reading - Learns from written material by determining the main idea or essential message and recognizes correct English grammar, punctuation, and spelling.

Listening - Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

Writing - Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

Flexibility - Adapts quickly to changes.

Speaking - Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations and uses appropriate body language.

Memory - Recalls information that has been presented previously.

Diversity – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

Customer Service – Works and communicates with clients and customers to satisfy their expectations and committed to quality services.

Self Management - Sets well-defined and realistic personal goals, monitors progress and is motivated to achieve, manages own time, and deals with stress effectively.

Physical Demands (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Balancing: Maintaining body equilibrium to prevent falling over.

Carrying: Transporting an object, usually by hand, arm or shoulder.

Eye/Hand/Foot Coordination: Performing work through using two or more.

Feeling: Perceiving attributes of objects by means of skin receptors.

Fingering: picking, pinching or otherwise working with fingers.

Handling: seizing, holding, grasping or otherwise working with hand(s).

Hearing: Perceiving the nature of sounds by the ear.

Reaching: Extending the hand (s) and arm (s) in any direction.

Repetitive Motions: Making frequent movements with a part of the body.

Sitting: Remaining in the normal seated position.

Talking: Expressing or exchanging ideas of means of spoken words.

Lifting: Raising or lowering an object 10-25 pounds.

Working Environment:

Contact with patients under wide variety of circumstances.
Exposed to a variety of electro-mechanical hazards.
Exposed to explosive chemicals, gases and low level radiation.
Exposed to hazardous anesthetic agents, body fluids and wastes.
Exposed to hazards of handling diseased organs and tissues.
Exposed to housekeeping/cleaning agents/chemicals.
Exposed to infection from disease-bearing specimens.
Exposed to infections and contagious disease.
Exposed to odorous chemicals and specimens.
Exposed to patient elements.
Exposed to risk of blood borne diseases.
Exposed to unpleasant elements (accidents, injuries and illness).
Exposed to hazardous chemicals.
Exposed to toxic chemicals.
Occasional pressure due to multiple calls and inquiries.
Requires judgment/ action which could result in death of patient.
Subject to burns and cuts.
Subject to electrical and radiant energy hazards.
Subject to injury from moving parts of equipment.
Subject to many interruptions.

Education Requirement:

Bachelor's degree in Biology, Microbiology, or related field or current certification as a Medical Technologist by the American Society of Clinical Pathologists.

Experience Requirement:

None

Education/Experience Equivalency:

None

Licensure and/or Certification:

Certification as a Medical Technologist by the American Society of Clinical Pathologists at the completion of the probationary period. Must meet CLIA requirements for specific job duties at the time of application.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 9/16/1995

ESTABLISHED BY: Janell Flaig

REVISED DATE: 12/13/09

REVISED BY: Tony Gautier

CLASS HISTORY 12/2009-Spec placed into current format; competency and distinguishing characteristic statements added.