

MEDICAL LABORATORY ASSISTANT I

This is beginning level preparatory work in a medical laboratory that aids in the diagnosis of disease and treatment of patients and animals.

Employees prepare glassware for use in testing by medical laboratory personnel. Work may include other related work as determined by management. Employees may also stock the laboratory with routine materials as directed. This work is located in labs throughout the State and employees usually report to higher level medical laboratory staff.

I. DIFFICULTY OF WORK:

Complexity - Employees collect and sterilize a variety of standardized and delicate contaminated glassware and utensils. Work requires the employees to prepare washing solutions, sort pipettes, dispose of damaged glassware and record instrument temperatures. Employees may also be required to measure and aliquot specimens, deliver test kits, clean and stock the laboratory, and perform minor instrumentation cleaning.

Guidelines - Procedure manuals are available for use by employees and any unusual situations would be discussed in detail with the supervisor.

II. RESPONSIBILITY:

Accountability - Work performed in the laboratory requires the employees to thoroughly decontaminate all laboratory glassware so that medical laboratory personnel will not obtain incorrect test results. If erroneous results occur, higher level medical laboratory personnel investigate cleaning procedures. Employees are aware of the strict timetables regarding the laboratory reporting systems as it impacts upon the availability of glassware for testing.

Consequence of Action - If glassware is not cleaned properly, test results could be erroneous causing a delay and additional duplicate testing.

Review - Work is periodically reviewed by higher-level medical laboratory staff through on-site observation, equipment utilization, and review of records.

III. INTERPERSONAL COMMUNICATIONS:

Subject Matter - Employees discuss glassware decontamination, aliquoting and stocking processes acid problems with laboratory personnel.

Purpose - Employees usually receive instruction and/or information regarding new decontamination procedures and inform others on glassware sterilization procedure.

IV. WORK ENVIRONMENT:

Nature of Working Conditions - Work is performed in a medical laboratory where conditions are generally agreeable.

Nature and Potential of Personal Hazards - Employees are exposed to infectious samples, strong chemicals, radioactive substances and electrical equipment.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Knowledge of preparing cleaning solutions; ability to organize work assignments; ability to interact with laboratory personnel.

Minimum Education and Experience - Education and/or experience in laboratory work that is directly related to the job and consistent with accepted practices of the trade.