

MEDICAL LABORATORY ASSISTANT II

This is routine laboratory processing work in assisting medical laboratory staff performing laboratory tests that are used in the diagnosis and treatment of Patients and animals.

Employees perform preliminary techniques necessary to prepare clinical specimens for qualitative and quantitative analysis. Duties are performed in accordance with prescribed procedures and any deviations are usually accompanied with specific instructions. This level of work is seen throughout the State and is supervised by higher level medical laboratory staff. Work may include other related work as determined by management.

I. DIFFICULTY OF WORK:

Complexity - Employees receive, accession laboratory specimens, and arrange these specimens for testing in accordance with prescribed procedures. Work requires a systematic approach in accurately matching the numbered specimen, patient information and the test to be performed. Employees perform and ensure the quality of routine staining procedures on pathological specimens; prepare a variety of media, reagents and buffers, for testing in several technological areas; measure and centrifuge specimens for future laboratory testing; prepare water and milk bacteriological samples; streak samples on plated media; and perform related tasks. Employees must utilize their knowledge of laboratory systems in determining specimens' acceptability and processing.

Guidelines - Procedure manuals and specific guidelines are available during the performance of assigned duties and responsibilities. Any unusual deviations from the normal work process are referred to higher level medical laboratory personnel.

II. RESPONSIBILITY:

Accountability - Employees must be aware and accurately complete the preliminary specimen preparatory work in order that other medical laboratory staff can complete their respective assignments. Employees decide on the acceptability of the specimens, accurate accessioning, accurate reporting of results, and proper specimen processing. Higher level medical laboratory personnel utilize materials prepared by these employees and will normally reconcile discrepancies in the processing procedure.

Consequence of Action - Incorrect specimen processing could delay laboratory testing and result in additional specimen collection. Improper accessioning could result in test results accompanying incorrect patient information.

Review - Specimen processing is reviewed by the medical laboratory staff receiving the specimen for testing. Accessioning information is reviewed on a daily basis by the supervisor. Any unusual processing requests and problems are referred to higher level medical laboratory staff.

III. INTERPERSONAL COMMUNICATIONS:

Subject Matter - Work processes are discussed with medical laboratory staff who are aware of procedure protocol. Information exchanged with clinicians concerning the workflow and methods is readily understood by everyone involved.

Purpose - Discussions with clinicians and medical laboratory staff are usually to receive information concerning specimen processing and accessioning.

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 may be exposed to infectious organisms, chemicals, fumes, and odors.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Knowledge of medical terminology and laboratory processing; ability to follow specific guidelines; ability to work independently under normal work situations; ability to organize work assignments.

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 equivalent to one year of laboratory experience.