

## **CLINICAL LABORATORY TECHNICIAN**

**DISTINGUISHING FEATURES OF THE CLASS:** Under direct supervision of the Medical Director an incumbent in this class is involved in the performance of tests on specimens using defined procedures to aid in the diagnosis or treatment of diseases. The incumbent labels specimens, enters information into automated systems, and operates and gathers pertinent information for reports. The work is performed under the strict guidelines and regulations of the New York State Health Department and other regulatory agencies. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Performs specialized and various standardized tests;  
Reports test results following clinic protocols alerting higher level clinical employees about abnormal results;  
Ensures quality control and appropriate sampling in collecting specimens;  
Exercises care and safety in handling infectious and biologically active specimens and in using clinical laboratory equipment;  
Maintains records and prepares reports for tests;  
Sets up, calibrates, sanitizes and performs preventative maintenance on clinical laboratory equipment;  
Maintains supplies and requisitions additional supplies as needed;  
Uses computer applications or other automated systems in performing work assignments.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of medical laboratory principles, standards, applications and tests;  
Good knowledge of medical laboratory safety, cleanliness and infection control policies and regulations;  
Working knowledge of medical laboratory equipment uses and maintenance;  
Ability to perform work accurately and thoroughly;  
Ability to communicate effectively both orally and in writing;  
Ability to use a computer and electronic medical records;  
Ability to maintain patient, team member and employer Confidentiality, complying with all HIPAA regulations;  
Ability to complete assigned tasks under stressful situations;  
Accuracy;  
Dependability.

**CLINICAL LABORATORY TECHNICIAN-cont'd**

**MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's degree or higher in Clinical Laboratory Technology and certification and current registration as a Certified Clinical Laboratory Technician as issued by the New York State Education Department.

**NOTE:** Current registration as a Clinical Laboratory Technician must be maintained throughout the course of employment in this title.

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