

**CLASS TITLE:           CLINICAL LABORATORY TECHNICIAN**

Class Code: 02724600

Pay Grade: 24A

EO: C

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform a variety of basic standardized tests and analyses in direct support of clinical laboratory examinations; as required, to perform venous and capillary phlebotomy procedures; and to do related work as required.

**SUPERVISION RECEIVED:** Receives instructions and specific assignments from a supervisor; work is subject to review upon completion for accuracy and compliance to prescribed procedures.

**SUPERVISION EXERCISED:** May instruct and review the work of laboratory staff of equal or lower grade.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To perform a variety of basic standardized tests and analyses in direct support of clinical laboratory examinations.

To perform venous and capillary phlebotomy procedures utilizing universal precautions.

To prepare reagents by predetermined procedures for use in standardized tests.

As required, to set up laboratory equipment and apparatus for the preparation of complex examinations.

To prepare culture media, stains and reagents.

To culture pathogenic bacteria and perform antibiotic susceptibility testing.

To maintain all necessary records and reports.

To utilize quality control procedures on a routine basis according to established standards.

To perform safety program checks and preventive maintenance on instrumentation as assigned.

To log in specimens, keep accurate records, prepare and transmit reports clearly and completely and to maintain a clean and orderly work area.

To maintain a general understanding of test theory as required through formal education, experience or continuing education.

To assist in special projects and evaluations, including those related to quality assurance.

To assist the hospital/laboratory in complying with institutional and governmental regulations and requirements for accreditation.

To utilize safety procedures according to the established standards.

To record examination results and keep accurate statistical workload records.

To utilize and maintain a data management system incorporating the latest computer technology.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** a thorough knowledge of the methods used in preparing stains, media and solutions; a working knowledge of the methods and techniques applied in performing a variety of standardized biological or chemical tests and analyses; a working knowledge of the operation, care and maintenance of basic and more sophisticated laboratory equipment; the ability to apply these methods and techniques in performing standardized analyses and tests; a thorough knowledge of the methods used in preparing stains, media and solutions; the ability to follow detailed written and oral instructions accurately; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a senior high school and graduation from an approved school for laboratory technicians; or

Experience: Such as may have been gained through: considerable employment in a technical capacity in a laboratory performing a variety of routine and more complex tests and analyses.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENT:** Must meet the requirements for licensure as a Clinical Laboratory Technician as required by Rhode Island Law and regulations.

Class Revised: March 20, 2016

Editorial Review: 3/15/03