



State of New Mexico
Classification Description

MEDICAL LABORATORY TECHNICIAN AND TECHNOLOGIST

General Summary

Medical Laboratory Technicians perform medical laboratory testing for the diagnosis, treatment, and prevention of disease. Employees in this class have advanced knowledge of the work area, performing diagnostic tests that are highly complex, detailed, and often multi-step procedures. Medical Laboratory Technologists advise and consult with clinicians on test results, diagnosis, and treatment. Technologists and Technicians perform testing in compliance with quality indicators to ensure reliable results, as required by Medical Laboratory Improvement Act (CLIA) standards.

Medical Laboratory Technician

Jobcode: HCLT15

Pay Band: HD

FLSA Status: FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Distinguishing Characteristics

Full performance Medical Laboratory Technician is accountable for performing laboratory work of moderate to advanced complexity requiring knowledge of advanced laboratory procedures and Occupational Safety and Health Administration (OSHA) regulations. Works under the supervision of a Medical Laboratory Technologist or Scientist.

Recommended Education and Experience for Full Performance

Associate's Degree or equivalent per CLIA standards, current certification as a Medical Laboratory Technician and one (1) year of experience as it pertains to the essential duties and responsibilities of the classification.

Minimum Qualifications

Associate's Degree or equivalent per CLIA standards, current certification as a Medical Laboratory Technician.

*Essential Duties and Responsibilities**

- Organizes work by matching computer orders with specimen labeling; sorting specimens; checking labeling; logging specimens; arranging reports for delivery; keeping work surfaces clean and orderly.
- Maintains quality results by running standards and controls, verifying equipment function through routine equipment maintenance and advanced trouble shooting; calibrating equipment utilizing approved testing procedures; monitoring quality control measures and protocols.
- Serves as technical resource by participating in staff training; answering questions of other professionals; participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Identifies and communicates abnormal patient conditions by alerting supervisory personnel, the pathologist, the patient physician, or nurse.
- Toxicology: identifies the presence or quantity of drugs of abuse, therapeutic drugs, and toxic substances by operating toxicology instrumentation and performing manual methods for the performance of drug screens, blood alcohol levels, and carbon monoxide levels.
- Chemistry: provides test results for patient diagnosis and treatment by operating chemistry equipment; performing hand chemistries.
- Hematology: provides test results for patient diagnosis and treatment by operating hematology, urinalysis, and coagulation equipment; performing manual methods of differentials.
- Immunology: provides test results for patient diagnosis and treatment by operating equipment such as the gamma counter, spectrophotometer, densitometer, and through methods such as radioimmunoassay, enzyme immunoassay, and serological testing.
- Microbiology: provides physician with information for treatment of patient infection by performing technical procedures for the identification or susceptibility of bacteria, parasites, fungi, and mycobacteria.

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- Blood bank: ensures the patient of receiving compatible blood/blood components by completing blood typing, antibody screening, compatibility testing, and antibody identification procedures.
- Blood bank: assures future retrieval of patient transfusion information by preparing patient packets and maintaining blood bank database.
- Assures compliance with all local and national laboratory standards (CLIA, JCAHO).

Medical Laboratory Technologist

Jobcode: HCLT17

Pay Band: HE

FLSA Status: FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Distinguishing Characteristics

Full performance Medical Laboratory Technologist accountable for performing complex automated and manual medical laboratory tests for diagnosis, treatment, and prevention of disease. Helps in the training and orientation of lower level Technicians and is proficient in medical laboratory methodology and terminology. Functions in all areas of medical laboratory: blood bank, chemistry, hematology, microbiology, serology, immunology.

Recommended Education and Experience for Full Performance

Bachelor's Degree in Medical Laboratory Science, Chemistry or Biology and MLS, CLS, or MT certification or equivalent per CLIA standards and two (2) years of experience as it pertains to the essential duties and responsibilities of the classification.

Minimum Qualifications

Bachelor's Degree in Medical Laboratory Science, Chemistry or Biology and MLS, CLS, or MT certification or equivalent per CLIA standards and one (1) year of experience as it pertains to the essential duties and responsibilities of the classification.

Essential Duties and Responsibilities*

- Independently evaluates test results, develops and modifies procedures, and establishes and monitors programs.
- Performs laboratory procedures including very sophisticated analyses, evaluates/interprets the results, integrates data, problem solves, consults, conducts research, and develops new test methods.
- May oversee Medical Laboratory Technicians and other laboratory staff.
- Collects, via phlebotomy, and prepares specimens, operates automatic analyzers and performs manual tests following detailed instructions.
- Uses microscopes, cell counters and other sophisticated laboratory equipment to perform chemical, biological, hematological, immunologic, microscopic, microbiological, serological and urologic analysis.
- May cut and stain tissue specimens for microscopic examination by pathologists, collect blood samples and perform routine medical laboratory tests.
- Perform quality control and instrument checks in compliance with CLIA.
- Repairs and troubleshoots instrument malfunctions.
- Maintains accurate laboratory records.
- Performs inventory control.
- Assures compliance with all local and national laboratory standards (CLIA, JCAHO).

Medical Laboratory Technologist Supervisor**

Jobcode: HCLS23

Pay Band: HG

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FLSA Status: FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Distinguishing Characteristics

Medical Laboratory Scientist Supervisor is responsible for the operations, staffing, and accreditation of a hospital or facility laboratory and supervises** the work of Medical Laboratory Scientists, Medical Laboratory Technicians, and Phlebotomists.

Recommended Education and Experience for Full Performance

Bachelor's Degree in Medical Laboratory Science, Chemistry or Biology and MLS, CLS, or MT certification or equivalent per CLIA standards and four (4) years of experience as a Medical Laboratory Technologist and one (1) year of supervisory experience as it pertains to the essential duties and responsibilities of the classification.

Minimum Qualifications

Bachelor's Degree in Medical Laboratory Science, Chemistry or Biology and MLS, CLS, or MT certification or equivalent per CLIA standards and two (2) years of experience as it pertains to the essential duties and responsibilities of the classification.

Essential Duties and Responsibilities*

- Ensures laboratory is proficient and compliant with all local and national laboratory standards (CLIA, JCAHO).
- Ensures laboratory and personnel comply with safety standards.
- Manages laboratory information systems for efficient and accurate reporting of testing results.
- Ensures laboratory is appropriately staffed for all shifts.
- Reviews quality control and calibration of instruments. Reviews blood bank and high complexity test records.
- Reviews patient results and patient billing.
- Maintains and manages inventory. Researches products and pricing.
- Reconciles problems between the laboratory and other departments and clinicians to improve patient care and morale of hospital staff.
- Recruits, hires, develops, and evaluates laboratory department staff.
- Provides training and technical assistance to less experienced staff.
- Performs duties of Medical Laboratory Scientist as caseload requires.

Statutory Requirements: Statutory requirements for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is posted including. It is the hiring Agencies responsibility to ensure the appropriate licenses/certifications are obtained for each position.

Conditions of Employment: Conditions of employment for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is posted.

Working Conditions: Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Established: 10/18/2019

Revised:

**Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website (www.spo.state.nm.us) to ensure this represents the most current copy of the position.*

*** Supervisor must supervise two (2) or more full-time positions.*