

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612



Job Code: 1842
Grade: 13
FLSA: Exempt

Standard Job Description

Job Title
Laboratory Technician III

Department
HUB Laboratory

Job Summary

Under general supervision, performs a variety of routine to moderately complex procedures as part of a coordinated effort involving Medical Technologists and other personnel engaged in testing for, identifying, and diagnosing diseases; applies basic scientific theory and knowledge in biology and chemistry as obtained in connection with education and training as a Laboratory Technician and as further acquired through practical work experience in a clinical laboratory. Performs tasks requiring an understanding of alternative methods, approaches and techniques beyond that required at the Laboratory Technician III level. Exercises sound judgment in the performance of elective and stat tests. Operates and calibrates laboratory equipment to ensure accuracy, maintains thorough and reliable records, and provides general assistance to other Technicians and staff as necessary. May perform specialized procedures according to area of assignment; for example, where applicable may perform blood drawing and other related procedures of an advance manner.

Typical Duties

- Under general supervision, performs a variety of routine tests in Immunology. Follows standard operating procedures.
- Works closely with and assists Medical Technologists in tasks and procedures requiring additional skills and knowledge acquired through on the job training and which may include, but are not limited to, troubleshooting, calibrating and ensuring proper functioning of laboratory equipment, and recognizing appropriate and inappropriate methods and results related to a particular area of inquiry.
- Refers problems to appropriate personnel and successfully participates in learning new procedures and techniques. Is willing to take on new assignments and manage one's own work accordingly.
- Maintains laboratory records and data through the use of laboratory information systems. May assist with supplies and inventory, as well as incorporating or monitoring safety and quality controls.
- Maintains a current working knowledge of the basic scientific principles and practices relevant to area or assignment; remains current in the skills required of the position.
- Analyzes problems, test results and findings to determine when to apply alternative methods or consult with the Medical Technologist; correlates data to ensure validity of findings.
- Performs specialized laboratory procedures and may provide instruction and demonstrate various techniques to Medical Laboratory Technicians II and others.
- May be required to provide assistance and perform duties of other Medical Laboratory Assistants II and III as circumstances require, and assist Medical Technologists as necessary.
- Works to maintain the confidentiality of patient related materials in compliance with HIPPA requirements.
- Assists with inventory and store keeping and performs other duties as required.

Typical Duties continued

- Utilizes PC or laboratory information systems as necessary to maintain records.
- Where applicable, may participate and assist with blood drawing, including therapeutic phlebotomies, autologous blood collections, and related procedures.

Reporting Relationships

Reports to the Reports to the Clinical Laboratory Automated Services System Supervisor

Minimum Qualifications

- Must qualify as a Medical Laboratory Technician under the Illinois Laboratories Code.
- Must have at least three (3) years full-time, practical work experience in a hospital or healthcare setting.

Preferred Qualifications

- American Society for Clinical Pathology (ASCP) or other certification as a Medical Laboratory Technician.
- Associate's degree

Knowledge, Skills, Abilities and Other Characteristics

- Skill and knowledge of the concepts, principles and practices necessary to function effectively as a Medical Laboratory Technician performing responsible tasks in one or more designated area of the clinical labs of the Cook County Healthcare System. Ability to apply learned and practiced techniques under a variety of circumstances, or on particular shifts or assignments.
- Skill in the performance of routine and stat tests in the sections of Biochemistry, Blood Bank, Hematology, Microbiology, and /or elsewhere as may be applicable to area of assignment. Ability to follow standard operating procedures in tests such as CBC, Coagulation profiles, glucose, urea nitrogen, electrolytes, cardiac enzymes, type and crossmatch, routine microbiology procedures, and/or other procedures according to area of assignment.
- Ability to work closely with and assist other Medical Laboratory Assistants II and III and Medical Technologists in assigned or related areas. Ability to assist with routine troubleshooting, calibrating and ensuring proper functioning of laboratory equipment; recognizing appropriate and inappropriate methods and results related to particular areas of inquiry; judgment in determining when to refer problems to the appropriate personnel.
- Ability to successfully participate in learning and mastering new techniques and procedures or taking on new assignments; ability to effectively manage one's own assignments and daily work routine with minimum supervision.
- Skill in maintaining records and data through the use of the laboratory information systems. Ability to assist and assume responsibility for certain aspects of laboratory safety and quality factors.
- Ability to maintain a current working knowledge of the basic scientific principles and practices relevant to area or assignment and remain current in the skills required of the position.
- Skill in analyzing problems, test results, and findings to determine when to apply alternative methods or consult with the Medical Technologist; ability to correlate data to ensure validity of findings.
- Skill and proficiency in the safe use and application of laboratory equipment; chemicals and substances; Ability to perform specialized automated and non-automated laboratory techniques; ability to assist with or perform the duties of other Medical Laboratory Assistants II and III in a designated area as circumstances may require, and assist Medical Technologists as necessary.

Knowledge, Skills, Abilities and Other Characteristics continued

- Ability to follow written or verbal instruction; ability to communicate effectively with others in both general and technical terms.
- Ability to properly label, handle and redirect or dispose of specimens or samples according to prescribed methods and procedures. Skill and proficiency in the management of records and data through the use of laboratory information systems.
- Where applicable, may be required to possess the skills and knowledge necessary to perform blood drawing, including therapeutic phlebotomies, autologous blood collections, and related procedures.
- Ability to maintain the confidentiality of patient related materials in compliance with HIPPA requirements.
- This position may require various types of physical exertion including, but not limited to climbing, lifting, pulling, pushing, prolonged standing, operating laboratory equipment and other devices, or moving moderate to heavy weights.
- The duties listed above are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.

Approval:

Joanne Marcichow-Dulski
Associate Administrator Material Services, CCHHS

Date

Approval:

Gladys Lopez
Chief of Human Resources

Date