

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



Job Code: 1843  
Grade: 14  
FLSA: Non-Exempt

### Standard Job Description

**Job Title**  
Medical Technologist I  
(Chemistry)

**Department**  
Pathology

#### **Job Summary**

Under general supervision, functions in the capacity of a Medical Technologist by performing a variety of laboratory tests and procedures of a general or specific nature, and by drawing upon the skills and knowledge acquired in the course of qualifying as a Medical Technologist as defined by the Illinois Clinical Laboratories Code (77 Ill. Adm. Code 450). Assumes primary responsibility for the completion of routine and moderately complex tests relative to the area of assignment, and assists in more difficult procedures requiring closer supervision and additional training. Performs tests on human blood, urine and other body fluids and tissues as directed, and by following well-established and standardized procedures which allow for limited independent decision making with unknown factors or incomplete and conflicting data. Works in tandem with other Medical Technologists to correlate data, review and discuss methodologies and assess findings, and in turn provides relevant information and instruction to Medical Laboratory Technicians, Phlebotomists and Laboratory Aides as part of a group or team effort; assists in ensuring the timely and accurate completion of test procedures involving other staff.

#### **Typical Duties**

- Under a variety of conditions involving close to moderate supervision performs all analysis in assigned area, including highly complex clinical laboratory tests and procedures requiring knowledge, skills and theoretical judgment at a level consistent with professional training as a Medical Technologist as defined by the Illinois Clinical Laboratories Code. Applies such competencies and training toward performing assigned tasks and demonstrating proficiency in carrying out quantitative analyses and attaining timely and accurate results.
- Applies basic principles, concepts and practices relevant to area of assignment and tests being performed by referencing established guidelines and written procedures and/or by closely following verbal instruction received from supervisors or senior staff. Exercises sound judgment in determining when to ask for assistance rather than proceed independently, and communicates effectively to convey specificity regarding any problems or issues that may arise.
- Exercises professional judgment and discretion in selection and applying available resources to specific conditions and procedures, and/or conferring with senior Technologists or supervisors in the use of automatic, semiautomatic or manual analytic instruments and devices, professional journals and manuals, chemicals, reagents, and other equipment and appliances necessary to effectively perform tasks and procedures.
- May assist in providing general guidance and instruction to other staff, such as Medical Laboratory Technologists, Phlebotomists and Laboratory Aides. Ensures that protocols are followed in connection with procedures involving patient contact, such as blood-drawing, and alerts supervisors or senior laboratory personnel regarding any problems or discrepancies.

### **Typical Duties continued**

- Assumes duties consistent with a specialized division, section or unit of the Department, which may include Biochemistry, Blood Bank, Microbiology, Hematology, Immunology, Pathology, or other area as assigned. May rotate through and/or participate in or provide assistance or secondary support in connection with one or more related areas of the Laboratory, and/or stand in for or relieve other Medical Technologists. May assist Technologists II or III or other staff members in connection with providing technical assistance in special tasks and procedures for which the senior staff member takes primary responsibility.
- Assists in maintaining lab quality assurance and quality control for a prescribed area in compliance with government and other regulatory body requirements.
- May participate in and assist with blood drawing and performs related duties as required.
- May assist with stores and inventories, and assume primary responsibility for one's own area, including the maintenance, transmittal, and release of essential data and records; effectively utilizes laboratory information systems to manage records and data in an accurate manner.

### **Reporting Relationships**

Reports to the Clinical Laboratory Automated Services Supervisor

### **Minimum Qualifications**

- Must qualify as a Medical Technologist as defined by the Illinois Clinical Laboratories Code and Clinical Laboratory Improvement Amendments (CLIA).
- Must have taken college level courses in a scientific field that qualifies to clinical laboratory studies.
- Must have received training in a medical technology program.
- Must have prior work experience in chemistry and be able to perform all chemistry test analysis on automated analyzers (Beckman Coulter, Olympus, Ortho), performs blood gas analysis and all other procedures required.

### **Preferred Qualifications**

- Medical Technologist (MT), Clinical Laboratory Scientists (CLS) or other national certification.
- Registered Technologist with a nationally recognized registry, such as American Society for Clinical Pathology (ASCP), American Medical Technologists (AMT), etc., either as a generalist or as a specialty.
- Knowledge of Quality Improvement (QI) initiatives.

### **Knowledge, Skills, Abilities and Other Characteristics**

- Knowledge of the basic principles, concepts and practices associated with performing as a Medical Technologist in a hospital or health care setting. Ability to perform the basic tasks required of a Medical Technologist; ability to demonstrate skill and knowledge commensurate with that acquired in the course of academic or other training leading to qualifying as a Medical Technologist under the Illinois Clinical Laboratories Code.
- Knowledge of the professional guidelines, standards and practices necessary to function as a Medical Technologist and the ability to apply that knowledge in providing technical assistance and instruction to Medical Laboratory Technicians and other support staff under certain conditions as well as the ability to confer and collaborate with and/or assist other Medical Technologists on a peer level.

### **Knowledge, Skills, Abilities and Other Characteristics continued**

- Ability to communicate effectively with others on technical and other matters. Good attention to detail and ability to prepare and deliver accurate and informative written and verbal reports as necessary.
- Ability to follow written and verbal instruction from other staff and supervisors, as well as read and accurately interpret written procedures included in department manuals and professional literature.
- Skill and ability to perform routine analytical decision making without immediate supervision; ability to evaluate and validate new and existing methodologies within one's area of expertise; ability to note and identify irregularities and discrepancies in laboratory tests and procedures and discuss with others effectively; ability to develop solutions to problems based on an understanding of principles and procedures involved.
- Ability to participate effectively in laboratory programs involving inspection, quality control, inventory maintenance, verification, maintenance and/or calibration of equipment, training, and other activities.
- Skill and proficiency in the execution of duties in accordance with assigned tasks as further outlined in Department's internal policies and procedures or functional job descriptions, and as established as acceptable levels of performance in connection with periodic employee evaluations.
- Ability to participate and assist in blood drawing services and to perform related duties as required, including store keeping, supplies and inventory.
- Ability to maintain the confidentiality of patient related materials in compliance with HIPPA requirements.
- Ability to maintain effective and accurate records and data through the use of the laboratory information system.
- This position occasionally requires 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 weight.
- 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.

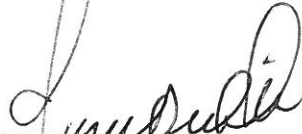
**Physical and Environmental Demands**

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

9/27/14

Date

Approval:

Gladys Lopez  
Chief of Human Resources

Date