

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



Job Code: 1844
Grade: T16
FLSA: Non-Exempt

Standard Job Description

Job Title
Medical Technologist II
(Hematology)

Department
Pathology

Job Summary

Under general supervision, functions as a Medical Technologist as defined by the Illinois Clinical Laboratories Code (77 Ill. Adm. Code 450) by performing tests and procedures of a highly complex nature, and by demonstrating a thorough understanding of the technical methods, concepts and principals associated therewith. Performs or is able to perform at the level of other Medical Technologists I and II within the same unit, where necessary. May provide technical assistance or general direction to Medical Technologists I, Interns, Medical Laboratory Technicians and others. Assists in verifying test results of a small unit or sections and ensuring the timely and accurate delivery of services. May assist Medical Technologist III in the execution of highly advanced tests and procedures, or provide additional coverage in connection with particular assignments. Exercises professional judgment and discretion beyond that required of the medical Technologist I in a variety of circumstances, which may include locating and selecting from alternative methods and procedures in specific cases, or in making minor deviations to established guidelines wherein gaps in specificity exist. Provides expertise relative to assigned area(s) and performs a variety of responsible duties in connection with troubleshooting one or more benches, assisting with preventative maintenance, preparing for inspections, providing quality control, and reviewing and authorizing the release or transmittal of select data and test results within prescribed standards

Typical Duties

- Under a variety of conditions involving general or minimal supervision, performs highly complex 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 a high degree of proficiency and skill in executing a variety of advanced tasks, which may include providing technical instruction and training to Medical Technologists I and other staff in connection with demonstrating the proper execution of quantitative and qualitative analyses.
- Applies complex principles, concepts and practices relevant to area of assignment and tests being performed. Exercises professional discretion and judgment by selecting from variable guidelines and written procedures requiring greater specificity and interpretation. Consults with Medical Technologist III or other senior staff as necessary and communicates effectively to these and to support staff in regard to technical matters requiring an understanding of the principles involved.
- Demonstrates a thorough understanding of the safe use, maintenance and proper application of a variety of automatic, semiautomatic or manual analytic methodologies and devices, chemicals, reagents, and other equipment and appliances and instructs others in their use.

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Initials: 

Typical Duties continued

- May assist in providing general oversight, guidance and direction to Medical Technologists I, Medical Laboratory Technicians, Phlebotomists and Laboratory Aides in connection with a particular shift, project or assignment. Ensures that protocols are followed in connection with all procedures and alerts supervisors or senior laboratory personnel regarding any problems or discrepancies.
- 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 by assisting or relieving Medical Technologists I and Laboratory Technicians. May assist Technologist or III or other staff members by providing technical assistance in highly special tasks and procedures and may relieve Medical Technologist III on this and other capacities as necessary.
- Assumes responsibility for maintaining lab quality assurance and quality control for a prescribed area in compliance with government and other regulatory body requirements.
- Assists with inventories, and assume primary responsibility for the maintenance, transmittal, and release of essential data and records as assigned.
- Utilizes laboratory information systems to effectively manage records and data in an accurate and responsible manner.
- May participate in and assist with blood drawing and performs related duties as required.
- Performs other duties as required, including coordination of inventory and storeroom supplies.

Reporting Relationships

Reports to the Clinical Laboratory Automated Services Supervisor

Minimum Qualifications

- Must have qualified as an Medical Technologist as defined by the Illinois Clinical Laboratories Code and Clinical Laboratory Improvement Amendments (CLIA) (Must provide proof at time of interview)
- Must have a bachelor's Degree in a scientific field that qualifies to clinical laboratory studies
- Must have received training in an accredited medical technology program
- Must have two (2) years of work experience in performing hematology tasks, including CBC's, Differentials, Coagulation, Special Coagulation, Body Fluids, and Bone Marrow analysis

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, Skills, Abilities and Other Characteristics

- Knowledge and skill necessary to assume responsibility for maintaining lab quality assurance and quality control for a prescribed area in compliance with government and other regulatory body requirements.
- Knowledge of inventory control and record keeping.
- Knowledge of Laboratory Information Systems (LIS) and Microsoft Office applications.

Knowledge, Skills, Abilities and Other Characteristics continued

- Skill in the safe and effective use, maintenance, calibration and application of a variety of automatic, semi-automatic and manual analytic instruments and devices, chemicals, reagents and other equipment; ability to demonstrate and explain their use to others. Ability to provide general oversight and guidance to other Medical Technologists Medical Laboratory Technicians, Phlebotomists and Laboratory Aides as necessary, and to ensure protocols are followed in connection with all procedures.
- Skill and ability to perform a high level of analytical decision making in an number of areas; ability to evaluate and validate new and existing methodologies to area of assignment or elsewhere as part of on-the-job training or group activities; ability to identify problems and effectively resolve or address irregularities and discrepancies which may arise in the testing process.
- 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 perform laboratory tests and procedures of a moderate to highly complex nature requiring a knowledge of concepts, principles and practices relative to a particular area of assignment. Ability to assume responsibilities beyond those required of a Medical Technologist I in the Cook County health service. Ability to bring a high level of proficiency to a variety of advance tasks, which may include providing technical instruction, training or general direction to other laboratory personnel, such as Medical Technologists I, Medical Laboratory Technicians, and others.
- Ability to apply scientific principles and practices to new tasks and problems not previously encountered and exercises professional discretion and judgment in working with variable guidelines and written procedures requiring greater specificity and interpretation, or determining when to seek further consultation.
- Ability to communicate and interact effectively with other staff including all levels of Medical Technologists in technical matters related to the effective operation of the laboratory.
- Ability to communicate effectively both verbally and in through written reports using technical language.
- Ability to function effectively within the division, section or other specialized unit where assigned, which may include rotations through more than one area. Ability and willingness to perform or assist with the various functions of other Medical Technologists I and II in the assigned area and according to one's own area of expertise; ability to assist Medical Technologist III or other staff members by providing technical assistance in highly specialized tasks and procedures; ability to temporarily relieve the Medical Technologist III in this or other capacities as required and assume limited responsibility for specific activities.
- Ability to assume primary responsibility for the maintenance, transmittal and release of essential data and records as assigned.
- Ability to participate and assist in blood drawing services and to perform related duties as required.
- Ability to maintain the confidentiality of patient related materials in compliance with HIPPA requirements.
- 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.

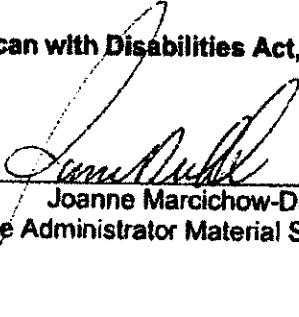
Physical and Environmental Demands

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

9/27/16

Date

Approval:

Gladys Lopez
Chief of Human Resources

Date

