

Human Resources  
750 S. Wolcott  
Room: G-50 Job Code: 1845  
Chicago, IL 60612

COOK COUNTY HEALTH  
& HOSPITALS SYSTEM  
**CCHHS**

Grade: T18  
FLSA: Exempt

Standard Job Description

Job Title  
Medical Technologist III (1845)  
(Microbiology)

Department  
Pathology

**Job Summary**

Under minimal supervision, exercises a high degree of independent judgment and technical expertise as a Medical Technologist by performing tasks of high complexity in connection with one or more specialized areas related to Microbiology within the Department of Pathology. Provides technical guidance, training and direction to Medical Technologist I and II, as well as others. Under general directions may perform duties associates with providing for adequate coverage within the laboratory on a particular shift and by ensuring that laboratory procedures are carried in an effective manner. Confers with other Technologists, supervisors and administrative staff as to a strategy for operating the laboratory at optimal levels. Assists with the development and incorporation of new methods, approaches and procedures for the unit. Assumes responsibility for one or more areas with respect to monitoring or ensuring compliance with governmental or other regulatory standards, explaining them to others or providing quality control. Helps develop written procedures and manuals relative area of expertise and assists with safety and administrative tasks as required. Exercises independent judgment in a variety of matters, subject to administrative approval.

**Typical Duties**

- Under the general direction of a supervisor or other member of management, performs highly responsible, difficult and complex laboratory procedures for an assigned area, or participates in the general oversight, training and coordination of a contingent of Technologist, Technicians and other support staff.
- Assumes primary responsibility for demonstrating to other the correct and proper way to execute a number of specialized tasks, and provides theoretical and technical interpretation relative to the principles and concepts involved. Helps develop and explain reports, manual and other documents as needed.
- Confers with and consults regularly with supervisors and management to help establish criteria, standards and measures of technical proficiency for the laboratory unit in compliance with management directives, professional standards, and government or other regulatory agency rules and guidelines. May further assist with tasks related providing for the timely and accurate delivery of services through planning, organizing and coordinating the work of other personnel.
- Keeps abreast of the latest developments and innovations in the field and conveys vital information to other staff, managers and Physicians in order to help assist with strategic planning in that regard.

- Recommends purchases of equipment and may assist in the automating or resigning of the laboratory. May work with vendors to install, repair, calibrate or attain optimum efficiency from equipment on hand, including PCs and information technology.

#### **Typical Duties (continued)**

- Implements quality control systems for testing; ensures continued compliance with licensing requirements. Assumes primary responsibility for quality control of designated areas and exercises a high level of professional skill in addressing problems that may arise.
- Assures adequacy of inventories and arranges replenishment as necessary. Assists in evaluating laboratory programs and making recommendations in connection therewith. Reviews the progress of the unit toward meeting its goals and objectives.
- May mentor or train Medical Technologists I and II in laboratory procedures and tasks requiring a high degree of expertise and professional skill and for which the Technologist III assumes primary responsibility. In the course of such training establishes precedents, provides theoretical interpretation, and identifies unknown conditions that need to be considered and in which the Technologist III has particular expertise.
- May assume primary responsibility for waste management and safety procedures covering one or more areas.
- May participate and assist with blood drawing and perform related duties as required.
- May assist with budget and laboratory cost analysis; performs other administrative tasks as required.
- Performs related duties as assigned.

#### **Reporting Relationships**

Reports to the Clinical Laboratory Automated Services Supervisor

#### **Minimum Qualifications**

- Bachelor's degree in a scientific field that qualifies to clinical laboratory studies.
- Must qualify as a Medical Technologist by the Illinois Clinical Laboratories Code and Clinical Laboratory Improvement Amendments (CLIA).
- Must be accredited Medical Technologist (MT), Clinical Laboratory Scientist (CLS) or other national certification.
- Must have four (4) years of full-time, professional microbiology experience as a medical technologist in a hospital or health care setting and be able to perform all microbiology tasks, including equipment maintenance, trouble shooting, training staff, writing and Quality Control (QC)/Quality Improvement (QI).
- Prior experience managing and maintain records and data in a laboratory information system.

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

- Proficiency in the execution and interpretation of specialized and highly complex laboratory tests and procedures requiring a thorough and extensive knowledge of concepts, principles and practices relative to the area of assignment and commensurate with that acquired through additional or highly specialized postgraduate education training or on the job experience as further defined by the needs of the position. Thorough knowledge of the scientific methodology applicable to a particular area of specialization.
- Mastery of specific tasks and procedures sufficient to effectively provide testimony or other expert opinion as may be required under a variety of circumstances.
- Thorough and extensive knowledge of governmental and other regulatory requirements applicable to or sections. Skill in assisting at a highly responsible level with preparations for CLIA and other inspections and in meeting prescribed standards associated therewith.
- Knowledge of Laboratory Information Systems (LIS) and various computer systems.
- Ability to work with other highly trained or specialized Technologist to isolate and define unknown conditions, resolve critical problems, formulate and write new procedures for the section, and develop new approaches.
- Ability to collaborate with others to plan, develop and carry out vital scientific programs.
- Ability to work with a variety of staff and to build effective relationships.
- Ability to work within broad guidelines requiring independent decision-making, complimented by sound judgment in determining when to bring difficult or unsolvable problems to other senior staff or supervisors as necessary. Willingness to work with others in a team effort and provide leadership as required.
- Ability to perform any or all of the tasks attributable to Technologists I and II assigned to a specific area or otherwise to provide technical guidance and direction in related matters.
- Ability to effectively and responsibly review and release data and information and ensure a high degree of confidentiality as required.
- Ability to apply Quality assurance and control without supervision. Ability to troubleshoot more than one bench or area.
- Ability to participate and assist with blood drawing services and perform related duties, where applicable.
- Skill in management of patient and laboratory related data, records and information through the use laboratory information systems or other PC technology 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.

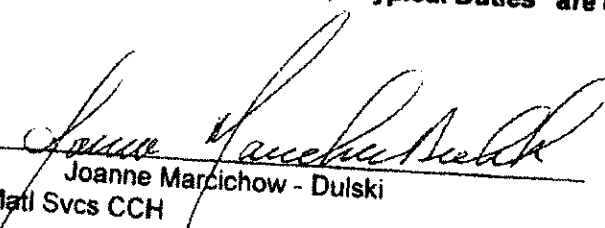
**Physical and Environmental Demands**

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:

  
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 Joanne Marcichow - Dulski  
 Assoc Adm Matl Svcs CCH

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 5/21/16  
 Date

Approval:

\_\_\_\_\_  
 Gladys Lopez  
 Chief of Human Resources

\_\_\_\_\_  
 Date