



**Job Code:** 7786

**Grade:** T18

**HCWR:** N

**Job Title**

Medical Laboratory Scientist

**Department**

Pathology and Laboratory Medicine

**Job Summary**

Under appropriate supervision, exercises independent judgment and technical expertise as a Medical Laboratory Scientist (MLS) by performing tasks and testing of high complexity in all areas including Point of Care Testing (POCT), Chemistry, Microbiology, Blood Banking, Hematology Immunology or elsewhere within the Department of Pathology. Provides technical guidance, training, and direction to co-workers, supervisor, 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 testing performing and also monitoring compliance with governmental or other regulatory standards. Helps run, review and manage quality controls. Assists with developing written and format procedures and manuals. Assists with safety and administrative tasks as required. Exercises independent judgment in a variety of matters, subject to prior administrative approval.

**Typical Duties**

- Performs highly responsible, difficult, and complex procedures in all laboratory sections, under the general direction.
- Participates in the general oversight, training and coordination of MLS, Laboratory Technicians and other support staff in laboratory procedures and tasks requiring from a basic to a high degree of expertise.
- Serves as primary person to demonstrate the correct and proper way to execute a number of regular and specialized tasks and provides theoretical and technical interpretation relative to the principles and concepts involved. Helps develop and explain reports, manuals and other documents as needed.
- Confers and consults regularly with supervisor 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 installation and optimization of new analyzers and apparatus. May work with vendors to repair, calibrate, or attain thorough efficiency from equipment on hand, including personal computers (PC) and information technology.
- Implements quality control systems including new quality control (QC) set-up, review and management for tests being performed. Must be proficient in QC rules and steps to correct failures
- Assures adequacy of inventories and arranges replenishment as necessary. Assists in evaluating new laboratory programs and methods and making recommendations in



### **Typical Duties**

connection therewith. Reviews the progress of the unit toward meeting its goals and objectives.

- Assumes primary responsibility for waste management and safety procedures covering one or more areas.
- Participates and assists with blood drawing, budget, and laboratory cost analysis and other administrative tasks.
- Performs other duties as assigned.

### **Minimum Qualifications**

- Bachelor's degree in a scientific field from an accredited college or university
- Must qualify as a Medical Technologist by the Illinois Clinical Laboratories Code and Clinical Laboratory Improvement Amendments (CLIA)
- Must have national certification as either a Medical Laboratory Scientist (MLS) American Society for Clinical Pathology (ASCP), Medical Technologist (MT) American Medical Technologists (AMT), or General Supervisor (GS) American Board of Bioanalysis (ABB)
- One (1) year post certification experience in any two laboratory sections
- Must be able to work efficiently using Microsoft Word and Excel
- Must be able to work rotating shifts including alternating weekends

### **Preferred Qualifications**

- NA

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

- Proficiency in the performance, analysis, and verification of specialized and highly complex laboratory tests and procedures requiring a thorough and extensive knowledge of concepts, principles and practices.
- Knowledge of Lean and Six Sigma Methodology and application for process improvements.
- Knowledge of specific tasks and procedures sufficient to effectively provide testimony or other expert opinion and discussion as may be required under a variety of circumstances.
- Knowledgeable in governmental and other regulatory requirements applicable for clinical laboratory.
- Ability to assist at a highly responsible level with preparations for CLIA and other inspections and in meeting prescribed standards associated therewith.
- Knowledge of Laboratory Information System (LIS) and various computer systems.
- Ability to collaborate with others to
- develop and carry out vital scientific programs
- to work with a variety of staff to build effective relationships. Strong customer service, interpersonal and empathy skills.
- Ability to work within broad guidelines requiring independent decision making, complimented by sound judgment in determining when to bring difficult or unsolvable problems to supervisors as necessary. Willingness to work with others in a team effort and provide leadership as required.
- Ability to apply quality assurance control without supervision.



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

- Ability to participate and assist with blood drawing services and perform related duties where applicable
- Ability to handle and perform in more than one section or area.
- Skill in management of patient and laboratory related data, records, and information through the use of laboratory information systems or other PC technology as required. Ability to maintain the confidentiality of patient related materials in compliance with HIPAA requirements.
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- This position requires very good vision, excellent dexterity and full mental capacity. It also requires various types of physical exertion including but not limited to climbing, lifting, pulling, pushing, prolonged standing, operation 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.**