



## Health Job Family: **Medical Technologist Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity.

### GENERIC JOB PROFILE SUMMARIES

Specialty	Medical Technologist Assistant INDIVIDUAL CONTRIBUTOR	Medical Technologist I INDIVIDUAL CONTRIBUTOR	Medical Technologist II INDIVIDUAL CONTRIBUTOR
<b>Clinical</b>	Works in all areas of human laboratory including but not limited to Chemistry, Microbiology, Hematology, Immunology, Urinalysis, Virology, Referral lab testing and Phlebotomy.	Works in all areas of human laboratory including but not limited to Chemistry, Microbiology, Hematology, Immunology, Urinalysis, Virology, Referral lab testing and Phlebotomy.	Works extensively in all areas of human laboratory including but not limited to Chemistry, Microbiology, Hematology, Immunology, Urinalysis, Virology, Referral lab testing and Phlebotomy.
	As directed, apply principles and performs testing in all of the above areas; may be able to recognize difference between instrument malfunction and abnormal patient results and report to supervisor on various levels of abnormal results.	Understands principles of testing in all of the above areas, able to recognize difference between instrument malfunction and abnormal patient results and acts appropriately on various levels of abnormal results.	Conduct assay validation and analysis to determine instrument and patient abnormal results. Assist with development, evaluation and modification of new tests for diagnostic procedures; document and summarize results.
	Performs regular, periodic maintenance and testing on all instruments, diagnose and correct when possible analyzer error and malfunctions.	Performs regular, periodic maintenance and testing on all instruments, diagnose and correct when possible analyzer error and malfunctions.	Maintain and update inventory, review daily reporting such as turnaround time reports and billable test reports, abnormal and critical report logs.
	Under supervision performs daily quality control (QC) testing, takes appropriate remedial action when QC is out of range; report to supervisor or section lead according to procedures.	Performs daily quality control (QC) testing, takes appropriate remedial action when QC is out of range; report to supervisor or section lead according to procedures.	Responsible for overall laboratory quality control (QC); compile quarterly laboratory review, including laboratory financials as required by NYS Department of Health (NYS DOH).
	Follows all NYS law and procedures and standard operating procedures for each laboratory section including reporting communicable disease findings.	Follows all NYS law and procedures and standard operating procedures for each laboratory section including reporting communicable disease findings.	Ensure NYS law and procedures are followed; write standard operating procedures to ensure laboratory quality through accurate and consistent performance of all assays.

Specialty	Medical Technologist Assistant INDIVIDUAL CONTRIBUTOR	Medical Technologist I INDIVIDUAL CONTRIBUTOR	Medical Technologist II INDIVIDUAL CONTRIBUTOR
	Use electronic health record and laboratory information systems to properly identify patients, process orders and track results.	Use electronic health record and laboratory information systems to properly identify patients, process orders and track results.	Serve as quality systems manager as required by NYS Department of Health standards of practice.
	Interact daily with patients to explain procedures, and elicit cooperation; maintain confidential patient records.	Interact daily with patients to explain procedures, and elicit cooperation; maintain confidential patient records.	Interact with patients to explain complex procedures and resolve problems.
			Accesses the NYS laboratory reporting site daily to monitor and process completed results.
			Ensure medical technologists are compliant with NYS Safety standards for clinical laboratories including training and continued educational requirements as well as fulfilling all requirements for current NYS license.
			Monitor annual clinical laboratory budget, perform quarterly forecasts.
			Meets and reports laboratory information with off-site Laboratory Director as required by NYS Clinical Laboratory requirements.
			Participates in hiring and training of new employees and oversees personnel and coordinates daily work schedules acting as team lead.
			Advises and recommends Clinicians on appropriate selection and test methodology.
<b>Veterinary</b>	Under supervision, perform diagnostic and research procedures on non-human animal specimens within the following areas: Immunology, Virology, Bacteriology, Chemistry, Hematology, Cytology, Urinalysis, and Coprology, Serology and other related disciplines.	Perform diagnostic and research procedures on non-human animal specimens within the following areas: Immunology, Virology, Bacteriology, Chemistry, Hematology, Cytology, Urinalysis, and Coprology, Serology and other related disciplines.	Develop and perform a comprehensive range of biological, immunological, biochemical, and microbiological procedures used in assays for the diagnosis of viral and bacterial infection and genetic analysis on non-human animal specimens.
	As directed, perform qualitative, quantitative and semi-quantitative procedures on fluid samples including cell counts.	Perform qualitative, quantitative and semi-quantitative procedures on fluid samples including cell counts.	

Specialty	Medical Technologist Assistant INDIVIDUAL CONTRIBUTOR	Medical Technologist I INDIVIDUAL CONTRIBUTOR	Medical Technologist II INDIVIDUAL CONTRIBUTOR
	Operate and maintain laboratory equipment including biological safety cabinets. Disinfect and decontaminate equipment and lab, and dispose of biohazard waste in accordance with guidelines.	Operate, maintain and troubleshoot laboratory equipment including biological safety cabinets. Disinfect and decontaminate equipment and lab, and dispose of biohazard waste in accordance with guidelines.	Demonstrated expertise on all equipment, including troubleshooting and act as liaison with technical support. Oversee inventory maintenance and function as safety officer to ensure proper safety precautions are followed in the laboratory including OSHA safety standards.
	Review standard test results before final results are entered into the computer; perform diagnostic testing on a large number of samples such as blood, feces, tissues, milk, etc.	Review and interpret standard test results before final results are entered into the computer; perform diagnostic testing on a large number of samples such as blood, feces, tissues, milk, etc. quickly and accurately.	Advise veterinarians and other clients on sample submission and test methodology. Analyze, interpret and report to clinicians, results of complex testing, critical cases, quarantined, exotic, export animals and animals of extreme value. Monitor results for reportable diseases, unusual or significant results.
		Participate in new test procedures assessments and run correlation studies as necessary.	Investigate and establish new test procedures and reference ranges. Provide technical assistance to researchers and faculty members. Act as liaison between UVIS user and instrumentation.
	Adhere to all quality system requirements and participate in the continued development of the laboratory's quality system.	Create, review and recommend updates to existing standard operating procedures (SOPs). Adhere to all quality system requirements and participate in the continued development of the laboratory's quality system.	Generate, review and update standard operating procedures (SOPs) Work Area Procedures and update the Quality Assurance records.
	Store samples and extractions, and archive or dispose of samples in accordance to standard operating procedures. Inventory and maintain supplies and reagents.	Store samples and extractions, and archive or dispose of samples in accordance to standard operating procedures. Inventory and maintain supplies and reagents.	Assist Laboratory Manager with operational duties within the laboratory; inventory control, ordering, and data collection and analysis (e.g. correlations, establishing reference intervals).
		May train other techs on testing procedures.	Actively participate in training, teaching of residents, students and/or residents; creates new teaching materials for students, independently or under direction of the clinical pathologist.
			Interact with patients to explain complex procedures and resolve problems and concerns of internal and/or external clients. Answer questions from clients regarding test design and result interpretation.
			Assist Laboratory Manager in preparation for laboratory audits, meet with auditors and provide information as appropriate.

Specialty	Medical Technologist Assistant INDIVIDUAL CONTRIBUTOR	Medical Technologist I INDIVIDUAL CONTRIBUTOR	Medical Technologist II INDIVIDUAL CONTRIBUTOR
			May assist Laboratory Manager in the supervision of employees, including daily assignments, and provide input regarding performance.

## JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11632 MEDICAL TECHNOLOGIST ASSISTANT, BAND C	10598 MEDICAL TECHNOLOGIST I, BAND D	10599 MEDICAL TECHNOLOGIST II, BAND E
<b>MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY</b>	Associate's degree or equivalent; up to 2 years or equivalent. May be required to have been trained in biosafety level 2.  <i><b>CLINICAL LABORATORY REQUIREMENT:</b> Medical Technologist licensure by NYS ED.</i>	Bachelor's degree or equivalent; up to 2 years of experience. May be required to have been trained in biosafety level 2.  <i><b>CLINICAL LABORATORY REQUIREMENT:</b> Medical Technologist licensure by NYS ED.</i>	Bachelor's degree or equivalent; 6 years work experience in NYS licensed clinical laboratory. May be required to have been trained in biosafety level 2.  <i><b>CLINICAL LABORATORY REQUIREMENT:</b> Medical Technologist licensure by NYS ED; Training up to 12 mos. in Accredited Hospital Program (ASCP).</i>
<b>IMPACT</b>	Affects immediate department.	Extends beyond the college/unit.	Extends beyond the college/unit.
<b>CONTACTS - INSIDE</b>	Assist others Obtain cooperation for task completion Handle confidential information	Coordinate activities Contribute to group projects	Coordinate activities Contribute to group projects Advise Gannett medical staff regarding laboratory activities
<b>CONTACTS - OUTSIDE</b>	Straightforward business Provide factual information Handle confidential information	Straightforward business Provide factual information Handle confidential information	Conduct somewhat complex business activities Obtain complex confidential information Provide detailed response
<b>CONTACTS - STUDENTS</b>	None given	None given	None given

FACTOR PROFILE	11632 MEDICAL TECHNOLOGIST ASSISTANT, BAND C	10598 MEDICAL TECHNOLOGIST I, BAND D	10599 MEDICAL TECHNOLOGIST II, BAND E
<b>SUPERVISION</b>	May provide training and instruction on equipment, instruments, machinery, methods Helps to resolve problems	May provide training and instruction on equipment, instruments, machinery, methods Helps to resolve problems	All staff clinical laboratory technologists Assign and review work Recommend hiring and participate in performance appraisal process
<b>COMPLEXITY</b>	This position requires almost constant reasoning, analytical thought, and creativity. The results obtained from every testing process; whether manual or automated must be evaluated to be sure it is as correct and accurate as the method used can produce. This evaluation must often be performed quickly by the technologist, and if, in the technologists' opinion the result is not the best, remediation must be done immediately – adjusting the instrument, re-calibrating, repeating the test, re-collecting the specimen.	This position requires almost constant reasoning, analytical thought, and creativity. The results obtained from every testing process; whether manual or automated must be evaluated to be sure it is as correct and accurate as the method used can produce. This evaluation must often be performed quickly by the technologist, and if, in the technologists' opinion the result is not the best, remediation must be done immediately – adjusting the instrument, re-calibrating, repeating the test, re-collecting the specimen.	This position requires almost constant reasoning, analytical thought, and creativity. The results obtained from every testing process; whether manual or automated must be evaluated to be sure it is as correct and accurate as the method used can produce. This evaluation must often be performed quickly by the technologist, and if, in the technologists' opinion the result is not the best, remediation must be done immediately – adjusting the instrument, re-calibrating, repeating the test, re-collecting the specimen.
<b>LEVEL OF DECISION MAKING</b>	Responsible for making some decisions which require consideration of various criteria. Decision is usually within limits.	Responsible for making some decisions which require consideration of various criteria. Decision is usually within limits.	Responsible for assisting, contributing to and influencing decisions on setting priorities and/or procedures, research, planning and developing activities Monitor annual clinical laboratory budget
<b>EFFECT OF DECISION MAKING</b>	This position's decision making responsibility impacts providers' treatment of patients Abides by all safety requirements as posted by OSHA, New York State, Cornell University and Gannett Health Services for operating in a biohazard environment Applies all appropriate control measures to ensure safe handling of patient specimens	This position's decision making responsibility impacts providers' treatment of patients Abides by all safety requirements as posted by OSHA, New York State, Cornell University and Gannett Health Services for operating in a biohazard environment Applies all appropriate control measures to ensure safe handling of patient specimens	This position's decision making responsibility impacts providers' treatment of patients Abides by all safety requirements as posted by OSHA, New York State, Cornell University and Gannett Health Services for operating in a biohazard environment  Applies all appropriate control measures to ensure safe handling of patient specimens
<b>FREEDOM OF ACTION</b>	General supervision; Proceeds alone on regular tasks. Keep supervisor informed of programs	Very general supervision; accomplish most tasks alone Resolve most problems; keep supervisor informed of programs	Little guidance; accomplish work activities Rarely refer situations to supervisor

<b>FACTOR PROFILE</b>	<b>11632 MEDICAL TECHNOLOGIST ASSISTANT, BAND C</b>	<b>10598 MEDICAL TECHNOLOGIST I, BAND D</b>	<b>10599 MEDICAL TECHNOLOGIST II, BAND E</b>
<b>SUPPORT SKILLS – WRITING</b>	Provide standard responses to inquiries	Provide standard responses to inquiries	Provide non-standard responses or prepare written material that require some research Provide documented procedures and processes to clinical laboratory technicians and NYS DOH
<b>SUPPORT SKILLS – COMPUTER</b>	Moderate computer skills on a variety of software programs (reference lab, in-house health record, lab information system, etc.)	Moderate computer skills on a variety of software programs (reference lab, in-house health record, lab information system, etc.)	Use a variety of business or technical programs to complete information management or production tasks
<b>WORKING CONDITIONS - PHYSICAL</b>	Lift up to 40 pounds	Lift up to 40 pounds	Lift up to 40 pounds
<b>WORKING CONDITIONS - VISUAL</b>	Close concentration, visual attention and need for manual dexterity.	Close concentration, visual attention and need for manual dexterity.	Close concentration, visual attention and need for manual dexterity.
<b>WORKING CONDITIONS - HAZARD</b>	This position is bloodborne pathogen, OSHA category BBP1; TB1; ERG2.	This position is bloodborne pathogen, OSHA category BBP1; TB1; ERG2.	This position is bloodborne pathogen, OSHA category BBP1; TB1; ERG2