MEDICAL LABORATORY ASSISTANT III

Definition
Under supervision, to perform the most specialized tasks of specimen preparation, provide training, daily unit coordination and act as a resource for laboratory staff during the pre-analytical collection and/or preparation of laboratory tests.

Distinguishing Characteristics
This is the advanced journey level in the Medical Laboratory Assistant series. This classification is distinguished from the lower level of Medical Laboratory Assistant II in that incumbents perform the most specialized tasks in pre-analytical specimen preparation, including “send-out” tests, train staff, and act as a resource to others; may provide direction to Medical Laboratory Assistant I and II staff.

Typical Tasks
• Performs the more specialized tasks associated with pre-analytical specimen preparation in the areas of Reference Testing, Chemistry, Toxicology, Special Chemistry, Transfusion Services, Microbiology, Hematology, Point of Care Program, Surgical Pathology, or Cytology;
• Trains other employees in the specialty areas of Phlebotomy, Reference Testing, Chemistry, Special Chemistry, Toxicology, Microbiology, Hematology, Transfusion Services, Point of Care Program, Surgical Pathology, or Cytology;
• Investigates and coordinates esoteric testing sent to reference laboratories;
• Assists in planning and implementing special projects; prepares written and verbal reports as needed;
• Acts as a technical resource to clients and end users of laboratory services;
• May provide daily direction and unit coordination for Medical Laboratory Assistant I and II staff;
• Admits and accesses specimens into information systems;
• Labels, centrifuges and aliquots specimens;
• May perform phlebotomy on adult and pediatric patients;
• Prepares blood components, reagents and culture media to be used in performing laboratory tests;
• Reads and records temperatures and other quality control data; checks alarm systems on refrigerators, incubators and other laboratory equipment;
• May clean and troubleshoot laboratory equipment and report problems to the appropriate supervisor;
• Performs weekly, monthly, and semi-annual chemical safety monitoring;
• Operates sterilizing equipment;
• Operates automated specimen transport and pre-analytical systems;
• Removes waste including biomedical, chemical and regular waste;
• Other related duties as assigned.

Employment Standards

Experience Note
The required knowledge and abilities would normally be acquired through successful completion of high school or its equivalency including or supplemented by courses in high school science plus three years experience in medical laboratory services equivalent to the Medical Laboratory Assistant II.

A certificate in Phlebotomy issued by the State of California is required for some positions.

A valid California driver’s license is required at time of appointment.

Sufficient education, training and experience to demonstrate possession of the knowledge and abilities listed below.

Knowledge of:
• Use and care of laboratory and related medical equipment;
• Laboratory and hospital information systems;
• Specific laboratory techniques and procedures;
• Appropriate specimen collection techniques and specimen requirements;
• Occupational hazards (including biohazards), and safety precautions required in laboratory work;
• Organizational structure of laboratories, hospitals and clinics;
• Appropriate customer service.

Ability to:
• Train staff and provide oral and written directions of a technical nature in exact detail;
• Perform assigned tasks according to prescribed procedures and make accurate observations of results;
• Train others in phlebotomy techniques and practices;
• Perform advanced laboratory manipulative techniques;
• Gain cooperation of patients in highly stressful situations;
• Work independently;
• Exhibit sound judgment;
• Communicate effectively in a written and oral manner.

New – KB
04/24/07
NS-5.07.106