MEDICAL LABORATORY ASSISTANT II

Definition
Under supervision, prepares specimens for medical laboratory tests and performs related functions.

Distinguishing Characteristics
The Medical Laboratory Assistant II is the journey level within the Medical Laboratory Assistant series. The Medical Laboratory Assistant II is distinguished from the Medical Laboratory Assistant I by having responsibility for performing all levels of specimen preparation, including more complex specimen preparation. The Medical Laboratory Assistant II is distinguished from the Medical Laboratory Assistant III in that the Medical Laboratory Assistant III trains other staff, acts as a resource, participates in special projects and may provide direction to Medical Laboratory Assistant I and II staff.

Typical Tasks
• Admits and accession specimens into information systems;
• Labels, centrifuges and aliquots specimens;
• 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 perform phlebotomy on adult and pediatric patients;
• Performs pre-analytical preparation of specimens;
• Responds to and initiates telephone communications regarding test results, procedures, identification of specimens and classification of orders;
• When assigned to the morgue, may assist pathologists in the performance of autopsy duties, admitting and releasing bodies and conducting body census;
• Directs patients to the appropriate services throughout the organization;
• Operates automated specimen transport and pre-analytical systems;
• Maintains inventory of laboratory supplies and equipment;
• Troubleshoots laboratory equipment and reports problems to the appropriate supervisor;
• Performs weekly, monthly, and semi-annual chemical safety monitoring;
• Keeps laboratory and laboratory equipment in an orderly and sanitary condition;
• Removes waste including biomedical, chemical and regular waste;
• Performs other related duties as assigned.

Employment Standards
A certificate in Phlebotomy issued by the State of California is required for some positions.
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 one year of experience in medical laboratory services equivalent to the Medical Laboratory Assistant I. One year of college including a course in chemistry or a related laboratory science would be considered an equivalent substitution for the year of experience.

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

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

Knowledge of
- The use and care of laboratory and related medical equipment;
- Laboratory and hospital information systems;
- General science, laboratory techniques and procedures;
- Occupational hazards (including biohazards) and safety precautions required in laboratory work;
- Organizational structure of laboratories, hospitals and clinics;
- Appropriate customer service.

Ability to:
- Follow oral and written directions of a technical nature in exact detail;
- Perform assigned tasks according to prescribed procedures and make accurate observations of results;
- Gain cooperation of patients in highly stressful settings;
- Multi-task;
- Work effectively in a high volume, fast paced environment;
- Perform basic laboratory manipulative techniques.

Revised and retitled (formerly Senior Laboratory Assistant) – KB 04/24/07
NS-5.07.106