

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CLINICAL LABORATORY TECHNICIAN SERIES

<u>CLASS TITLE</u>	<u>POSITION CODE</u>
CLINICAL LABORATORY TECHNICIAN I	08215
CLINICAL LABORATORY TECHNICIAN II	08216

Effective: 10-1-02

SERIES DISCUSSION:

The Clinical Laboratory Technician series encompasses positions which perform technical laboratory support work in a facility which performs laboratory examinations or issues reports resulting from the biological, microbiological, serological, chemical, immunohematological, radioimmunological, hematological, biophysical, cytological, pathological, toxicological or other examination of materials derived from the human body for the purposes of providing information for the diagnosis, prevention, or treatment of any disease or impairment of, or the assessment of the health of humans including determining drug use by humans.

Technical work is defined as work that requires a basic scientific knowledge which is obtained through post-high school education or experience. Technical positions may perform some of the same basic functions as professional positions, but tests interpreted are limited to those where results are obvious. Those positions which perform other laboratory support duties which are not technical in nature are properly allocated to the Laboratory Assistant class. Specifically excluded from this series are those positions which perform technical work in state laboratories not subject to the Illinois Clinical Laboratory Act; such positions are properly allocated to the Laboratory Associate series.

Progression within the Clinical Laboratory Technician series is predicated upon the nature and scope of duties performed and supervision exercised. Both the Clinical Laboratory Technician I and II are engaged in technical work in a state clinical laboratory. The Clinical Laboratory Technician II is designed for those positions that serve as designated lead workers and also either: a) direct the testing of a certain type of samples in a regional laboratory, or b) oversee all specimen collection and processing at a facility laboratory.

CLINICAL LABORATORY TECHNICIAN I
CLINICAL LABORATORY TECHNICIAN I

POSITION CODE: 08215

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, conducts and interprets tests in a state clinical laboratory when the tests result in obvious conclusions; prepares samples (e.g. centrifuges blood, cultures specimens in media) for use in professionals' experiments.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Uses an automated chemistry analyzer to perform blood chemistries by analyzing resident's sera; labels samples; pours sera into cups to be analyzed; distributes to proper persons results obtained by the machine.
2. Examines and analyzes such human specimens as blood, feces, urine, or sputa for the presence of bacteriological agents of disease by microscopic and culture methods; refers results to a physician for diagnosis and identification of the bacteriological agent.
3. Conducts microscopic examination of centrifuged urine sediments to detect the presence of cells, casts, crystals, bacteria, yeast, parasites, spermatozoa, contaminants and artifacts.
4. Prepares blood specimens for tests; centrifuges blood; prepares samples for shipment if tests are to be conducted off-site; labels containers and completes necessary paperwork.
5. Mixes chemicals to prepare reagents for use by professionals in conducting urine pregnancy tests and protein rechecks.
6. Collects, receives, sorts and records identification of specimens; tabulates results of tests for interpretation by a professional.
7. Receives and stores specimens; logs receipt of specimens into records; keeps records for possible later use in court; destroys/disposes of specimens when they are no longer needed.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

CLINICAL LABORATORY TECHNICIAN I (continued)

DESIRABLE REQUIREMENTS

Education and Experience

Requires education and experience equivalent to an associate's degree with courses in the laboratory sciences, supplemented by one year's laboratory experience.

Knowledges, Skills and Abilities

Requires elementary knowledge of the principles of chemistry, biology, physics and related sciences.

Requires elementary knowledge of laboratory procedures and techniques.

Requires ability to use laboratory equipment safely in performing routine and standard laboratory tests.

Requires ability to keep accurate records, which may be used in court proceedings.

May require certification by the American Society of Clinical Pathologists as a Medical Laboratory Technician.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.

CLINICAL LABORATORY TECHNICIAN II

POSITION CODE: 08216

DISTINGUISHING FEATURES OF WORK:

Under general supervision, serves as a designated lead worker of nonprofessional clinical laboratory staff; assigns and reviews work; provides guidance, direction, and instruction to nonprofessional clinical laboratory staff; coordinates all specimen collection and processing at a facility laboratory or the testing of a portion of samples run in a regional laboratory.

ILLUSTRATIVE EXAMPLES OF WORK:

1. As a designated lead worker of nonprofessional staff, assigns and reviews their work; trains Clinical Laboratory Technician I's in the use of equipment; confers with the supervisor to provide input into subordinates' performance evaluations and requests for time off.
2. Coordinates and oversees the testing of all blood specimens received in the hematology section from Human Services facilities in the northern part of Illinois; uses Coulter S + 6 computer equipment to check red and white blood cells, hemoglobin, platelets, etc., for abnormalities, clotting and specific infections.
3. Oversees subordinates' work to assure all specimens submitted to the clinical laboratory for diagnostic tests are received, identified, sorted, numbered and stored; processes specimens for testing/shipping; upon receiving results of tests from another laboratory, reports abnormal results to physicians and/or nursing staff; documents date and time of such notifications.
4. Mixes reagents and incubates media used in diagnostic tests; performs quality control tests required for these reagents and records test results.
5. Conducts electrocardiograms of all inmates 35 years of age or older, all inmates with known heart conditions and those inmates for whom doctors request such tests; attaches electrodes; operates machine; obtains test results and forwards results to physician for his/her diagnosis.

CLINICAL LABORATORY TECHNICIAN II (continued)

6. Ensures that subordinates operate autoclave to sterilize instruments and sterilize hazardous waste before disposing of the waste.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Education and Experience

Requires education and experience equivalent to an associate's degree with courses in the life sciences supplemented by two year's laboratory experience.

Knowledges, Skills and Abilities

Requires elementary knowledge of the principles and practices of chemistry, biology, physics and related sciences.

Requires working knowledge of laboratory procedures and techniques.

Requires ability to assign, review and control work of subordinate staff.

Requires ability to use laboratory equipment safely in performing routine and standard laboratory tests.

Requires ability to keep accurate records which may be used in court proceedings.

May require certification by the American Society of Clinical Pathologists as a Medical Laboratory Technician.