

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

MEDICAL LABORATORY TECHNICIAN

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority [under Wis. Admin. Code ER 2.04] for making classification decisions relative to present and future Technical Bargaining Unit positions performing technical laboratory work in the routine testing of clinical laboratory specimens and samples. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

B. Inclusions

This series encompasses positions found in the University of Wisconsin's Medical Schools' Department of Family Medicine and Practice or the State Laboratory of Hygiene, or at Department of Health and Social Services institutions and centers. The primary function of these positions is to provide technical work in the performance of routine clinical laboratory testing. Positions are responsible for specimen preparation and performing routine and/or a narrow range of non-routine testing on clinical laboratory samples under the guidance and direction of one or more Medical Technologists and under the supervision of a Medical Technologist Supervisor.

C. Exclusions

Excluded from this series are the following types of positions:

1. Supervisory and management positions as statutorily defined;
2. All other positions which are more appropriately identified by other classification specifications.
3. Positions in the Technical Bargaining Unit functioning as Cytopreparation, Histology, or Transfusion Technicians for the majority of the position's time; and
4. Positions in the Professional Science Bargaining Unit functioning as Medical Technologists, Microbiologists, or Chemists for the majority of the position's time.

D. Entrance Into and Progression Through This Series

Employees typically enter positions within this classification series by competitive examination. Progression to the next level may occur through competition or through reclassification, based on a logical and gradual change in the position's duties.

## II. DEFINITIONS

### MEDICAL LABORATORY TECHNICIAN, ENTRY

Positions allocated to this level are entry level Medical Laboratory Technicians. Entry level positions in these areas function in an apprentice capacity and perform routine clinical laboratory testing. They receive training in laboratory procedures and perform technical laboratory work preparing specimens for analysis, performing routine testing on stable test or instrument systems and reporting the results of these tests to Medical Technologists and Medical Technologist Supervisors. All laboratory activities are performed in accordance with established protocols. Any unusual quality control or testing situations are reported to a Medical Technologist or a Medical Technologist Supervisor. Positions at this level function under the guidance and direction of Medical Technologists and under the close to limited supervision of a Medical Technologist Supervisor. Positions at this level are typically found in a UW Family Practice medical center laboratory, at the State Laboratory of Hygiene, or at a DHSS institution or center.

Positions at this level generally have only limited, or may have no, previous experience in a clinical laboratory setting. Thus, the objectives of work assignments are to prepare and move employees progressively through more complex work assignments so they can progress or advance to the Objective level. Sample goals and worker activities include: obtaining and receiving clinical laboratory specimens (e.g., blood or urine); performing routine testing (e.g., urinalysis and fecal tests, hematocrit, urine pregnancy testing, mononucleosis screening, rapid streptococcus screening, glucose testing, identifying yeast or pinworms and/or other microorganisms and parasites, and gram stains and throat cultures) on specimens using stable and automates test or instrument systems (e.g., the Kodak Ektachem) and according to written procedures and protocols; performing quality assurance and quality control procedures via a vis the identification, processing, and inspection of samples; reporting results to Medical Technologists, physicians, or nursing staff; referring any unusual situations vis a vis instrument, testing, or quality control or other unusual situations to a Medical Technologist for review and resolution; performing all necessary equipment function checks and performing instrument start-up and shutdown procedures; preparing specimens for shipment to other laboratories; preparing reagents and/or media; and stocking and reordering laboratory and other supplies as needed.

### MEDICAL LABORATORY TECHNICIAN, OBJECTIVE

Positions allocated to this classification are full performance, objective level Medical Laboratory Technicians. Positions at this level perform routine clinical laboratory testing and a range of non-routine testing on stable test or instrument systems and report those test results to Medical Technologists, physicians, and nursing staff. All activities are performed in accordance with established protocols. Any unusual quality control, instrument, or other testing situations are reported to a Medical Technologist or a Medical Technologist Supervisor after performing minor test, equipment or instrument troubleshooting. The objective level is differentiated from the entry level by: an increased number of the types of assays performed which involve more complex and non-routine testing but primarily stable instrument systems; responsibilities for troubleshooting minor instrument or procedure systems according to written protocols; assisting in the evaluation of new methods, equipment or instrumentation under the direction of a Medical Technologist; and responsibility for training lower level Medical Laboratory Technicians and students. The work is performed under the limited to general supervision of a Medical Technologist Supervisor and under the guidance and direction of a Medical Technologist.

Sample goals and worker activities include: performing testing on more complex but stable instrument systems such as the Dimension, according to established laboratory operating procedures and protocols;

performing tests such as initial or repeat ABO grouping and Rh typing; selecting donor units and performing red cell antibody screening and donor-recipient crossmatching; providing information on blood products and product infusion to medical staff; performing analyses related to clinical bacteriology such as sensitivity tests; collecting laboratory specimens from patients, institution residents, and/or employees including performing venipunctures and throat cultures, and assisting nursing staff in collecting fungal pinworm and other specimens; assisting in the bench training of entry level technicians and/or student hourly helpers; assisting Medical Technologists or other scientists in the evaluation of new methods, instruments, and/or equipment; preparing specimens; performing preventative maintenance and minor troubleshooting on laboratory instruments and equipment; and preparing reagents and/or media, and distributing supplies.

### **III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

JLB  
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