

SENIOR LABORATORY TECHNICIAN (I-HEALTH)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Technical Specialist (Clinical Services), incumbents of this class perform laboratory tests and analyses in the Department of Health. Assignments may be to one or more areas of specialization. The senior lab technician is expected to assist with the oversight of task completion by the medical assistants. Instruction and advice is available through the Program Administrator, Laboratory Director and Supervising Public Health Nurse. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Laboratory related work:

Numbers specimens and ensures all the necessary data is in the accession book on samples of sputum, bronchial washings, stools, wound swabs, urine, bone marrow, body tissues, body fluids, and spinal fluids;

Performs phlebotomy, processing of blood as need for tests performed;

Performs all tests with proficiency as indicated in the limited license of the laboratory;

Inoculates media for culture as needed in accordance with all tests performed under the lab license;

Maintains assigned area, instrumentation and equipment in a safe manner and at operational readiness;

Prepares media, solutions, reagents, and equipment insuring proper availability of work materials;

Performs prescribed procedures of quality control such as: daily log of equipment in temperatures, daily check of CI and air cylinder tanks, daily check of air levels in Biological Safety Cabinet, daily check of stains for intended reactivity, checks of pH of solutions;

Records results and makes reports of findings; investigates and assists with the correction of errors that occur;

Maintains daily and monthly tabulation of number, type and origin of specimens;

Oversees the medical assistant in maintaining an inventory of all lab supplies;

Ensures all rooms are appropriately equipped with supplies;

May conduct limited research of procedures under supervision;

Performs, oversees and organizes testing at off site clinics as needed;

Oversees preparation of medical supplies for off-site clinics including vaccination clinics.

Prepares and standardizes reagents used in laboratory tests;

EXAMPLES OF WORK: (Continued)

Maintains work area in a clean, orderly and safe condition;

Assists with and oversees medical assistant handling of issues at the front desk, including the answering of phones, booking and cancelling of appointments and the appropriate triage of calls;

Depending on work location may participate in the preparation and/or maintenance of Patient Examination Rooms, as assigned;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern laboratory techniques, procedures and safety precautions; good knowledge of the use and limitations of laboratory equipment; familiarity with various fields of operation of standard laboratory devices, instrumentation and equipment; ability to adapt techniques and procedures for special requirements; ability to understand, follow and convey technical instruction; ability to plan and schedule work phases; ability to effectively use computer applications such as Excel spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; accuracy; thoroughness; dependability; alertness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of an Associate's Degree* or higher and possession of a license**, issued by the New York State Department of Education, as either a Clinical Laboratory Technologist or a Certified Clinical Laboratory Technician; or, at time of temporary appointment, must possess a limited permit for either a Clinical Laboratory Technologist or Certified Clinical Laboratory Technician issued by the New York State Department of Education.

**NOTE: Candidates who fail the licensing exam, fail to maintain their license or who are not licensed under the grandparenting provisions will not be eligible for continued employment in this title.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in New York State at time of appointment and maintain same while in the title.

West. Co.
J.C.: Non-Competitive

Job Class Code: C2862
Job Group: VII