

Clinical Laboratory Technologist

University of California, Los Angeles
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Class Specifications - H.20

Clinical Laboratory Manager - 8935
Senior Supervising Clinical Laboratory Technologist - 8936
Supervising Clinical Laboratory Technologist - 8937
Senior Clinical Laboratory Technologist Specialist - 8938
Clinical Laboratory Technologist Specialist - 8939
Clinical Laboratory Technologist - 8940

SERIES CONCEPT

Clinical Laboratory Technologists perform a wide variety of chemical, microscopic, and bacteriologic tests in one or more clinical fields to provide data for use in the prevention, diagnosis, treatment, or research of human disease; and perform other related duties as required.

Incumbents may work in the general laboratory settings of chemistry, blood banking, hematology, microbiology or immunology, or be engaged in highly technical sub-specialty areas such as enzyme assay, steroid assay, radioimmunoassay, toxicology, electrophoresis, rheumatology, tissue typing, and virology.

Clinical Laboratory Technologists perform laboratory tests by manual methods or by using various mechanical or electronic devices; perform mathematical calculations; make minor repairs on laboratory instruments; provide quality control surveillance at various levels; prepare reports and maintain records of laboratory tests conducted; investigate specific procedural modifications and unexpected test results to determine the reasons for non-conformance to established patterns; prepare patient data through manual reporting or electronic data handling; utilize knowledge of the physiological significance of test results to describe the condition that causes diseases, but not the disease itself; assist in the training of pre-and postdoctoral trainees, technologist trainees, and various other licensed and unlicensed classes; and may supervise support staff.

Above the journeylevel class of Clinical Laboratory Technologist, the series is subdivided into two categories: one consisting of three classes for administrative and technical supervisory positions and the other consisting of two classes for positions requiring advanced technical expertise.

The Clinical Laboratory Technologists series is differentiated from the Hospital Laboratory Technician series by the presence of licensure requirements. It is differentiated from the Staff Research Associate series primarily by the usage of the technical data yielded. For the Clinical Laboratory Technologist series, data are used primarily for public service (patient care) and secondarily for research and teaching; whereas the converse is the case for the Staff Research Associate series.

CLASS CONCEPTS

Clinical Laboratory Manager

Under general direction, incumbents are assigned responsibility for managing the administrative and technical functions in a hospital clinical laboratory or a major and complex division thereof. Typically such organizations have a staff of at least 40 full-time-equivalent Clinical Laboratory Technologists and/or Hospital Laboratory Technicians.

Clinical Laboratory Managers interview, select and evaluate the performance of technologists, technicians and support Personnel; coordinate work schedules to maintain adequate coverage for all shifts; recommend and administer the budget for the laboratory including the selection and purchase of equipment, control of staffing levels, and the determination and maintenance of stock levels of supplies and equipment; confer with the medical director and the medical staff in the resolution of difficult technical problems as well as interpersonal problems between the medical staff and the laboratory staff; assign or perform evaluations of new laboratory procedures. Review results and recommend additions or modifications of tests and procedures; assist the medical director in reviewing, implementing, and maintaining adherence to laws and regulations pertaining to laboratory inspection, safety and licensure; and develop and administer technologists orientation and training programs.

Without being absolutely limiting, examples of assignments allocated to this level of difficulty and complexity are:

1. A Chief Technologist with the administrative and general technical responsibility for the direction of an entire clinical laboratory with a staff of 42 employees who are supervised by Senior Supervising Clinical Laboratory Technologists in major divisions.
2. A technologist with total administrative and technical responsibility for the direction of 50 employees in the Microbiology Section (a major division) which has subsections in Immunology, Virology, Mycology, Parasitology and Bacteriology.

Senior Supervising Clinical Laboratory Technologist

Under direction, incumbents are assigned responsibility for all technical and administrative functions in a large unit (or a combination of smaller units) if a hospital clinical Laboratory or for a large Student Health Service laboratory. Typically such organizations have a staff of at least ten full-time-equivalent employees which normally include subordinate supervisors.

The Senior Supervising Clinical Laboratory Technologist interviews and selects prospective employees; reviews the work of subordinates; reviews the quality control of the various procedures performed; directs the evaluation and application of new procedures; evaluates workload, space, equipment, and staffing; assists supervisors and business officers in the preparation of the budget for the unit/units under supervision; monitors the training progress of employees and students and the orientation of new employees; and provides the business/technical services necessary for the effective operation of the unit.

Without being absolutely limiting, examples of assignments allocated to this level of difficulty and complexity are:

1. A technologist assigned technical and administrative supervisory responsibility for a Toxicology laboratory which provides 24-hour, seven-day service with a staff of seven employees on the day shift and four on evenings, nights, and weekends.
2. A technologist supervising the one-shift operation of a standard Hematology laboratory with two subordinate supervisors and a staff of 25.
3. A Chief Technologist in a Student Health Service employing 10 technologists with complete and independent responsibility for all administrative/technical operations of the unit.

The class is differentiated from the Clinical Laboratory Manager by the size, complexity and organization status of the unit supervised as well as the scope of assigned technical/administrative supervisory responsibilities. This class is differentiated from the Supervising Clinical Laboratory Technologist by the responsibility for broad administrative supervision and the size/complexity of the unit.

Supervising Clinical Laboratory Technologist

Under general supervision, incumbents are assigned technical responsibility for a small group of technologists performing a variety of standard and/or complex procedures or for a larger group of employees performing a lesser variety of repetitive standard procedures. Typically there is a permanent assignment of at least three full-time-equivalent Clinical Laboratory Technologist/Hospital Laboratory Technicians to the shift/unit supervised.

Supervising Clinical Laboratory Technologists orient new employees; prepare work schedules and work assignments; conduct interviews and counseling; provide initial performance evaluations of subordinates; determine that work is properly completed and reported; monitor the quality control of procedures in compliance with departmental policies; keep superiors regularly informed of personnel performance or problems, schedule problems, difficulties with procedures, equipment, supplies or other daily activities; and keep subordinates apprised of procedural changes, policy changes and general information.

Without being absolutely limiting, examples of assignments allocated to this level of difficulty and complexity are:

1. A technologist with technical supervisory responsibility for a routine Serology sub-section of Microbiology with a staff of ten.
2. A technologist with responsibility for a limited emergency laboratory which operates for two-shifts over seven days with a staff of four technologists.

Senior Clinical Laboratory Technologist Specialist

Under direction, incumbents are the designated technical experts, consultants, or sources of knowledge within a major division of the clinic laboratory. Within the most complex technical areas, Senior Clinical Laboratory Technologist Specialists develop new procedures or modify standard methodologies, collect and extrapolate data on new methodologies to develop test criteria and standards; instruct other laboratory personnel in the performance of new/modified procedures; instruct postdoctoral trainees in a specialty area within the division; operate the most sophisticated equipment that requires in-depth subject

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matter knowledge; may discuss with physicians the merits of a particular test; may suggest alternate methods of verifying test results; answer the most difficult questions; coordinate a laboratory-wide quality control effort; and assist in laboratory research and design efforts.

At least 80% of the time is spent on non-routine assignments not found at the Clinical Laboratory Technologist level.

Without being absolutely limiting, an example of an assignment allocated to this level of difficulty and complexity is:

1. A technologist specializing in new methods of analysis in endocrine chemistry (an expertise not adequately available among present faculty or technical experts) who has regularly developed and added new methodologies to this discipline; converted a new technology into a practical laboratory procedure for measuring hormones; provided consultation to other institutions on special problems; and co-authored scientific articles.

Clinical Laboratory Technologist Specialist

Under general supervision, incumbents perform nonrepetitive technically complex procedures or tasks in a specialized area for at least 50% of the time, or perform journeylevel work in more than one department or functional area.

Clinical Laboratory Technologists Specialists perform nonrepetitive technically complex procedures; maintain surveillance of quality control of methodologies in use; troubleshoot errant data and equipment failures to assist Clinical Laboratory Technologists on problems they are unable to solve; and prepare and edit reports of laboratory procedures.

Without being absolutely limiting, examples of assignments allocated to this level of difficulty and complexity are:

1. In addition to regular laboratory procedures a technologist who spends a majority of the time in the differential identification of rarely encountered organisms and assists journeylevel technologists on difficult problems.
2. A night shift employee who is regularly assigned to work in both the chemistry and immunology departments.

Clinical Laboratory Technologist

Under supervision, incumbents perform a wide variety of repetitive technical procedures of the kind described in the series concept, or a very limited number of specialized procedures. This is the journeylevel class in the series where a majority of the positions are allocated; incumbents perform the full range of duties from specimen procurement through data analysis and reporting.

MINIMUM QUALIFICATIONS

Clinical Laboratory Manager

Graduation from college with a major in an appropriate scientific field, possession of a clinical laboratory technologist's license or a similar license of equal or higher level issued by the State Department of Health, and six years of experience as a licensed Clinical Laboratory Technologist; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

Senior Supervising Clinical Laboratory Technologist

Graduation from college with a major in an appropriate scientific field, possession of a clinical laboratory technologist's license or a similar license of equal or higher level issued by the State Department of Health, and three years of experience as a licensed Clinical Laboratory Technologist; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

Supervising Clinical Laboratory Technologist

Graduation from college with a major in an appropriate scientific field, possession of a clinical laboratory technologist's license or a similar license of equal or higher level issued by the State Department of Health, and two years of experience as a licensed Clinical Laboratory Technologist; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

Senior Clinical Laboratory Technologist Specialist

Graduation from college with a major in an appropriate scientific field, possession of a clinical laboratory technologist's license or a similar license of equal or higher level issued by the State Department of Health, four years of experience as a licensed Clinical Laboratory Technologist within the designated subspecialty; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

Clinical Laboratory Technologist Specialist

Graduation from college with a major in an appropriate scientific field, possession of a clinical laboratory technologist's license or a similar license of equal or higher level issued by the State Department of Health, and two years of experience as a licensed Clinical Laboratory Technologist; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of duties assigned to the position.

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