

JUNIOR LABORATORY TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of a higher level technician or professional, an incumbent of this class performs routine tests, analysis, or other technical support service. Responsibilities may involve the operation, cleaning and simple maintenance of technical equipment used in the area of assignment. This may also be used as an entry level title, during which incumbents receive training and gain experience in a laboratory or other technical field. Work is subject to shift assignment and weekend rotation. Supervision is not a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs simple, routine tests, studies or procedures, or performs more complex tests as part of a training period under the supervision of a higher level technician or clinical professional;

Takes or collects specimen samples, as assigned;

Numbers and checks specimens received for testing against requisition forms;

Identifies, arranges and prepares specimens, reagents and solutions for testing;

Mails and returns completed test results or reports to referring physician, lab or Health Department;

Operates equipment and uses instrumentation associated with technical field, as assigned;

Insures that equipment and instrumentation is operational, clean, correctly calibrated and in continuous working order;

Performs routine maintenance, cleaning and testing of equipment, keeping records of regular maintenance routines or referrals for major repairs or parts replacements, as approved;

Maintains adequate stock and supply inventory;

Compiles data for monthly statistical reports;

Enters and retrieves lab data using an automated system and equipment;

Performs other technical tasks related to the specialty field, as assigned;

Keeps working area clean and in compliance with safety regulations;

Attends meetings and conferences as assigned.

When Assigned to Phlebotomy:

Cleans area of puncture site with disinfectants and distends vein, using a rubber tourniquet;

Inserts needle in one of the patient's veins, following strict procedures of asepsis and antisepsis to avoid infection of the patient and contamination of blood being obtained;

Observes patient during entire procedure to detect signs of reaction;

Notifies physician or nursing personnel if complications arise;

Fills specimen containers used for performance of blood tests;

Insures proper labeling of specimens;

May take blood samples from finger of patients as required;

Transports or prepares specimens for transport to appropriate lab for analysis;

Maintains detailed records and files;

Performs related duties as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with standard laboratory procedures and techniques; familiarity in the use and operation of laboratory or other technical equipment and instrumentation in the field of specialty; ability to operate laboratory or other technical equipment associated with field of specialty; ability to understand and follow technical instructions; sound judgment; initiative; accuracy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and either (a) satisfactory completion of 60 credits at a recognized college or university which included course work in biology, chemistry, nursing or other laboratory science; or (b) one year of laboratory experience in an approved hospital, medical or public health laboratory; or (c) satisfactory completion of 30 credits of college level course work in medical technology; or (d) a satisfactory equivalent combination of the foregoing training and experience.

Substitution: Six months of on the job training in the position of Laboratory Helper or Phlebotomist in Westchester County service may be substituted for the above required experience.

*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.