

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: MEDICAL TECHNICIAN

Reports To: Designated Supervisor

UW Job Code: 3137

UW Job Family: 51 – Technicians

SOC Code: 29-2012

FLSA: Non-exempt

Pay Grade: 17

Date: 4-12-12

JOB PURPOSE:

Under general supervision, perform routine biochemical, hematological, serologic, virologic and other laboratory tests and procedures to provide data for the use in diagnosis and treatment of patients in a medical facility. Assist the Medical Technologist with other job-related duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform quantitative and qualitative chemical analyses on specimens such as blood, urine and tissue by following approved laboratory procedures; obtain specimens for testing; provide results to physicians and nurses.
- Conduct blood tests for transfusion purposes; may draw blood from patient's finger, ear lobe, or vein observing principles of asepsis to obtain blood samples.
- Culture, isolate and identify pathogenic microorganisms and parasites.
- Set up, maintain, calibrate, clean, and test sterility of medical laboratory equipment.
- Maintain records of test examinations; plot or chart results according to approved procedures.
- Develop and maintain quality control procedures to ensure accuracy of results.
- Perform quality control on test results, ensuring validity and accuracy.

SUPPLEMENTAL FUNCTIONS:

- Order supplies; keep inventory; ensure supplies are not outdated.
- May assist in managing workflow in supervisor's absence, as directed.
- May perform literature searches using computers and databases.

COMPETENCIES:

- Attention to Detail
- Consistency
- Technical/Professional Knowledge

- Integrity
- Quality Orientation
- Judgment

MINIMUM QUALIFICATIONS:

Education: **High School Diploma**

Experience: **1 year work-related experience**

Required licensure, certification, registration, or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Biological Science or Health Science theories, concepts and methods.
- Medical terms and applicable medical equipment.
- Biochemical, hematological, serologic, virologic and other tests and examinations.
- Qualitative and quantitative chemical analyses and their approved laboratory procedures.
- Specimen procurement processes and procedures, including phlebotomy.
- Principles, procedures, and techniques of laboratory testing.
- Safety, radiological, chemical and biological hazards of the occupation.
- Operation and maintenance of research instrumentation.
- Applicable University, state and federal policies and procedures.
- Applicable research rules, regulations and protocols.
- Knowledge of tissue culture procedures and techniques

Skills and Abilities to:

- Perform a range of clinical laboratory tests and chemical analyses on biological samples.
- Perform standard clinical procedures according to established protocols.
- Utilize, calibrate, configure and/or troubleshoot laboratory testing systems and instruments.
- Analyze, verify and manipulate clinical and/or laboratory data.
- Supervise, train, and evaluate assigned staff.
- Provide effective communication with effective interpersonal skills.
- Safely work with, properly store or eliminate various laboratory chemicals, mediums, and other lab materials.
- Safely operate laboratory equipment with good hand and eye coordination and manual dexterity.
- Assist with instructing others on lab and research procedures and protocols.
- Perform as a team member and foster a cooperative team environment.

WORKING CONDITIONS:

Clinical laboratory environment; regularly exposed to noise, fumes, confined spaces, mechanical, chemical and biological hazards.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.