

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**
Medical Laboratory Technology**SERIES NO.:**
8325**MAJOR AGENCIES:** Health, Mental Health,
Mental Retardation/Developmental Disabilities**EFFECTIVE DATE:****SERIES PURPOSE:**

The purpose of the medical laboratory technology occupation is to perform laboratory testing & analysis & assist in diagnosis.

At the highest level, incumbents direct & oversee activities of one major section in central laboratory & supervise all personnel assigned to section.

CLASS TITLE:

Medical Laboratory Technology Supervisor

CLASS NUMBER:

83255

EFFECTIVE DATE:

06/22/1990

CLASS CONCEPT:

The supervisory level class works under direction & requires thorough knowledge of medical technology & clinical laboratory testing & procedures in order to organize workflow, direct & oversee all activities of one major central laboratory section (e.g., Hematology; Serology; Microbiology) & supervise all section personnel.

CLASS TITLE: Medical Laboratory Technology Supervisor	CLASS NUMBER: 83255	BARGAINING UNIT: EX
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EFFECTIVE DATE:

06/22/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

In Mental Health, Central Laboratory, supervises all laboratory personnel assigned to one major laboratory section (e.g., Hematology, Chemistry, Microbiology), guarantees that laboratory staff meet criteria set by accrediting & certifying agencies, enforces all civil service & departmental personnel policies, insures that personnel are properly trained in all aspects of test performance & quality control, performs random checks of quality control & test results to assure integrity of personnel, ensures that rules & regulations of accrediting, certifying bodies & state agencies are met & all new rules, regulations & policies are implemented within timely manner, responds to citations of above mentioned rules & regulations, writes & implements corrective action & directs & monitors laboratory procedures (e.g., oversees quality of daily tests, checks on all external & internal proficiency tests, & ensures necessary action is taken when warranted & is responsible for section's record keeping needed for certification & accreditation inspections).

Prepares test reagents, materials, controls & standards, performs laboratory testing in areas of bacteriology, hematology, serology, blood chemistry &/or urinalysis & clinical tests such as X-rays, EEG's & EKG's.

Maintains &/or prepares records of daily laboratory workload, test results, patient information & equipment & supply inventory.

Researches new laboratory techniques by reading technical literature & attending seminars; evaluates new equipment & procedures; serves on institution committees.

Performs maintenance of laboratory equipment & ensures cleanliness & infection control of laboratory.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques; employee training & development; manpower planning; biochemistry; hematology; microbiology; urinalysis; anatomy & physiology; laboratory techniques & methodology. Skill in operation of laboratory equipment. Ability to understand medical terminology; gather & classify clinical information; define problems, collect data, establish facts & draw valid conclusions; prepare meaningful, accurate & concise reports; demonstrate manual dexterity; establish friendly atmosphere as supervisor of work unit.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Pursuant to Section 405.1313 of Department of Health & Human Services Regulation No. 5, Subpart M: master's degree from accredited institution with major in one of chemical, physical or biological sciences & subsequent to graduation at least 4 yrs. of pertinent full-time laboratory exp. of which not less than 2 yrs. have been spent working in designated laboratory specialty in approved clinical laboratory.

-or undergraduate degree from accredited institution with major in one of chemical, physical or biological sciences & subsequent to graduation has at least 6 yrs. of pertinent laboratory exp. of which not less than 2 yrs. has been spent working in designated laboratory specialty in clinical laboratory & has successfully completed pertinent courses which, when combined with foregoing exp., will provide technical & professional knowledge comparable to first minimum requirement.

-or qualified as clinical laboratory technologist with at least 6 yrs. pertinent laboratory exp. of which not less than 2 yrs. has been spent working in designated laboratory specialty in clinical laboratory & has successfully completed pertinent courses which, when combined with foregoing exp. will provide technical & professional knowledge comparable to that of first minimum requirement.

-or 15 years of pertinent full-time clinical exp. prior to January 1, 1968.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May work rotating shifts; exposed to biofluids & body tissue.