



**OHIO**  
UNIVERSITY

**Classification and Qualification  
Standards**

**Medical Laboratory  
Technologist**

*ADMINISTRATIVE/TECHNICAL ROLE*

<b>Career Series:</b> Lab and Medical Technology	<b>Job Code:</b> 15213 <b>Grade:</b> C	<b>Date Established:</b> 7/01/2001	<b>FLSA Category:</b> NON-EXEMPT
--	---	---------------------------------------	-------------------------------------

**JOB SUMMARY**

Under direction, the technical classification receives instructions in general terms, and utilizes independent judgment within established procedures and guidelines. This classification requires considerable knowledge of science and laboratory procedures, laboratory testing procedures, blood test procedures, and medical terminology in order to perform lab tests and phlebotomy procedures.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Performs various routine and special laboratory tests (e.g., hematology; histology; urinalysis; chemistry; special chemistry; coagulation; serology; microscopic exams) using special equipment, chemicals, and microscopic and bacteriologic reagents.
2. Analyzes specimen results.
3. Prepares and sends specimens to reference laboratories.
4. Performs phlebotomy procedures.
5. Maintains quality control of reagents and records.
6. Maintains inventory, and initiates purchase orders.
7. Cleans and maintains equipments, and disposes of biohazardous materials.
8. Provides general clerical support.
9. Trains healthcare students and new employees.
10. Performs other duties as assigned.

**Worker Characteristics (knowledge, skills & abilities to perform the job duties)**

Knowledge of science and laboratory procedures; laboratory testing procedures; blood test procedures; medical terminology; inventory control\*; and training procedures\*. Skill in operation of laboratory equipment; and computer\*. Ability to provide laboratory tests; maintain quality control; and analyze specimen results.

(\*developed after employment)

**Minimum education & experience required (including training, registration & licensure)**

American Society of Clinical Pathologist (ASCP) certification.

\*Maintain ASCP registration annually.

*This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.*