



JOB INFORMATION

Job Code	IC10
Job Description Title	Lead Medical Technologist
Pay Grade	HW11
Range Minimum	\$59,360
33rd %	\$73,210
Range Midpoint	\$80,140
67th %	\$87,060
Range Maximum	\$100,910
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/5/2012

JOB FAMILY AND FUNCTION

Job Family:	Health & Wellness
Job Function:	Lab

JOB SUMMARY

Coordinates professional oversight, analyses, tests, and diagnostic procedures in a medical research laboratory.

RESPONSIBILITIES

- Develops protocols and standard operating procedures, ensuring compliance with Federal, State, University, and accrediting agency policy regarding veterinary medical laboratories.
- Performs and reviews quality controls in testing and decides if results are within acceptable ranges and researches and corrects problems.
- Operates, calibrates, maintains, and cleans equipment used in quantitative analysis.
- Conducts chemical analysis of specimens including blood, urine, and spinal fluid, to determine presence of normal and abnormal components.
- Assists in training students, residents, and staff in laboratory procedures and use of hospital/laboratory information data management system.
- Trains and directs lab assistants, staff, and students on proper methods of collection of specimens and laboratory testing.
- Assists in the evaluation of new equipment and procedures for use in research and the clinical laboratory.
- Prepares technical reports on procedures and results of laboratory tests and examinations.
- Negotiates vendor contracts for purchasing supplies, materials, and equipment for economic efficiency of lab.
- Prepares department invoices and annual income/expense reports.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	In Medical Technology or a related Science.	And	4 years of	Experience in medical technology	

Substitutions Allowed for Experience Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of medical technology procedures and practices to include analysis and diagnostics.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching					X	
Talking				X		
Hearing				X		
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.