

Alberta's Health Regions and Voluntary Organizations and the Health Sciences Association of Alberta (HSAA)

This classification specification identifies representative duties and responsibilities, and is intended to assist in the determination of the appropriate classification level within each discipline. Some duties and responsibilities may overlap between class levels. The classification specification is not intended to provide an exhaustive list of all duties performed.

Classification Title: **Medical Laboratory Technologist III**

Date Updated: **May 20, 2008**

Job Summary:

The MLT III is the team lead technologist assisting the laboratory manager in performing the administrative duties of clinical coordination, monitoring, and evaluation of the laboratory department and/or area of the laboratory in which the MLT III is assigned or is the lead responsible for Laboratory Information System (LIS) support, site education, quality assurance or laboratory research programs.

In addition, the MLT III is responsible for the technical aspects of the Laboratory, ensuring the performance of standard and specialized procedures, where required.

Work at the MLT III level is differentiated from work at the MLT II level by the demonstration of the additional administrative and supervisory responsibilities.

Key Responsibilities and Typical Duties:

In addition to the duties performed by the MLT II, the MLT III:

Core Duties

- Supervises all technical functions and coordinates the activities of the laboratory or area of charge.
- Resolves identified outliers or performs advanced troubleshooting or calibration.
- Leads internal/ external proficiency testing.
- Leads and maintains training and evaluation, quality control programs, scheduling, budgeting and supplies.
- Works closely with area medical staff in the selection of new methods and equipment.

or

- Leads the hardware, software and database support for the Laboratory Information System (LIS) applications for the region.
- Participates in LIS development, standards development and functional reviews.

Other Related Duties

- Evaluates, in conjunction with management, the selection of new methods and equipment.
- Collaborates regionally regarding standard operating procedures.
- Updates laboratory manuals.

Leadership

- Provides direct supervision to MLT I's and II's, Medical Laboratory Assistants and/or Medical Laboratory students.
- Acts as lead contact with regional laboratories, external labs, physicians and other health care providers.
- Assists with orientation, training/staff education and coordination of student placements.
- Approves shift schedules, work hours, call rotations, leave and vacation schedules.
- Participates in the recruitment, selection, orientation, training, coaching, mentoring, evaluation and initial stages of discipline of staff.
- Participates in the development of annual supply, capital requirements and staffing budget as required.

Decision-Making

- Resolves technical problems and unusual or abnormal findings or refers concerns to the appropriate level of management or other health care providers as appropriate.
- Evaluates and recommends system modification requests on behalf of the LIS team.
- Completes documentation, testing and notification to staff and external clients.

Knowledge:

Education

- Graduation from an accredited Medical Laboratory Technology (MLT) Program.

Registration Requirements

- Registered with the Alberta College of Medical Laboratory Technologists (ACMLT).

Working Conditions:

Physical Demands

- Walking, bending, lifting and long periods of standing required.
- High degree of prolonged visual attention/concentration required.
- Large number of repetitive movements required.

Work Environment

- Exposure to heat, cold and noise.
- Exposure to needlestick injuries, infectious microbes, a variety of biological hazards, chemical hazards, toxic fumes, and concentrated acids.
- Requires personal protective equipment and/or clothing.