 **Medical Technologist II Standard Job Description**

**Classification Title:** Medical Technologist II

**FLSA Exemption Status:** Non-exempt

**Pay Grade:** 9

**Job Description Summary:**

The Medical Technologist II, under direction, demonstrates basic skills of Medical Technologist I. Performs laboratory duties and provides training to Medical Technologist I and student technicians. Performs advanced duties in the areas of instrument maintenance and quality control of laboratory procedures.

**Essential Duties and Tasks:**

**30% Laboratory Testing and Sample Processing**

* Demonstrates skills of a Medical Technologist I.
* Orders supplies necessary for testing.
* Reviews QC and control data.
* Assists in writing procedures and policies.
* Assists in preparing for inspections.

**20% Equipment Maintenance and Quality Control**

* Assists in maintaining instruments and equipment and performs troubleshooting activities as needed.
* Assumes responsibility for quality control of equipment and assays.
* Assumes responsibility for maintenance of instruments.
* Completes validation of new tests and equipment.
* Acts in accordance with all relevant quality control and safety policies and procedures.

**15% Patient Interaction and Sample Collection**

* Draws blood/collects samples from patients for testing.
* Registers patients and enters charges in the laboratory information system (LIS).
* Acts a liaison for the laboratory.

**10% Training and Supervision**

* Provides training for Medical Technologist I’s and student employees on moderately, high, and waived testing.
* May assume supervisory duties.

**5% Inventory and Supply Management**

* Maintains supply inventory.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree and Medical Laboratory Scientist (ASCP), Medical Technologist (ASCP), or Medical Technologist (AMT) certification

**Required Experience:**

* Three years general medical laboratory experience with above qualifications. Associate’s degree and Medical Laboratory Technician (ASCP or AMT) certification plus five years of related work experience.

**Required Licenses and Certifications:**

* Medical Laboratory Scientist (ASCP) or Medical Technologist (ASCP/AMT) Certification.

**Required Knowledge, Skills, and Abilities:**

* Basic computing skills.
* Ability to operate equipment typically used in the laboratory, including equipment for various manual procedures that may be required to perform requested tests.
* Ability to collect and analyze data using statistical methods.
* Comfortable working within time constraints and crises situations.
* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Laboratory equipment
* Computer
* Phone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.
* Persons in this position are considered essential when the University declares an emergency, campus closure, class cancellations, etc., and are therefore required to report to work and remain on duty unless/until relieved by the direct supervisor.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**