 **Medical Technologist III Standard Job Description**

**Classification Title:** Medical Technologist III

**FLSA Exemption Status:** Non-exempt

**Pay Grade:** 10

**Job Description Summary:**

The Medical Technologist III, under direction, demonstrates basic skills of Medical Technologist II. Provides training and supervision to laboratory staff. Assists the Laboratory Manager in other management duties as required.

**Essential Duties and Tasks:**

**30% Laboratory Supervision and Training**

* Assumes intermediate supervisory authority as needed.
* Supervises the laboratory in absence of laboratory supervisor.
* Trains new employees including Medical Technologists I/II, phlebotomists, student employees.
* Assists laboratory supervisor with updating policy and procedure manual.
* Supervises laboratory staff and ensures adherence to guidelines.

**20% Quality Control and Assurance**

* Monitors quality control of laboratory instruments and assays.
* Assists in review of proficiency testing reports to evaluate laboratory performance.
* Ensures that an approved corrective action plan is followed when proficiency testing results are unacceptable.
* Performs laboratory quality assurance testing.
* Participates in quality assurance programs.

**15% Instrument Maintenance and Calibration**

* Coordinates scheduled preventative maintenance and repair of laboratory instruments.
* Performs daily, weekly, and monthly maintenance of all instruments.
* Performs calibrations on each instrument per laboratory and manufacturer specifications.
* Troubleshoots test systems and takes appropriate action.
* Obtains knowledge of whom, when, and where to call for field services on instruments that are out of operation.

**10% Test Performance and Reporting**

* Performs waived, moderate to high complexity testing and reports results.
* Ensures that patient test results are reported only when the system is functioning properly.

**5% Administrative Support**

* Assists Laboratory Manager with updating policy and procedure manuals.
* Assists in the preparation of reports and inspection preparation.
* Assists with billing and technical questions.
* Schedules employees, inventory, new test evaluation, and requisition of supplies.
* Takes charge of laboratory when manager is absent.

**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:**

* Five years general medical laboratory experience with above qualifications. Associate’s degree and Medical Laboratory Technician (ASCP or AMT) certification plus seven 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 lead and provide supervision to laboratory staff including Medical Technologist and phlebotomists.
* 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**