

## TRAINING UPDATE

**Lab Location:** GEC, SGMC & WAH  
**Department:** Core Lab

**Date Distributed:** 7/29/2019  
**Due Date:** 8/28/2019  
**Implementation:** 8/13/2019

### DESCRIPTION OF PROCEDURE REVISION

<b>Name of procedure:</b>
<b>Technical Career Ladder      SGAH.L967 v1</b> <b>Request for Promotion via the Technical Career Ladder</b> <b>AG.F389.2</b>
<b>Description of change(s):</b>
SOP – Section 5: Updated pay increase amount and added approval FORM – Updated pay rate section to match SOP; changed logo  <p style="text-align: center;"><b>These will be implemented on August 13, 2019</b></p>

**Document your compliance with this training update by taking the quiz in the MTS system.**

Non-Technical SOP

<b>Title</b>	<b>Technical Career Ladder</b>	
<b>Prepared by</b>	Stephanie Codina	Date: 7/3/2017
<b>Owner</b>	Robert SanLuis, Stephanie Codina	Date: 7/3/2017

<b>Laboratory Approval</b>		
Print Name and Title	Signature	Date
<i>Refer to the electronic signature page for approval and approval dates.</i>		
Local Issue Date:		Local Effective Date:

<b>Review:</b>		
Print Name	Signature	Date

## **TABLE OF CONTENTS**

1. PURPOSE.....	2
2. SCOPE.....	2
3. RESPONSIBILITY.....	2
4. DEFINITIONS.....	2
5. PROCEDURE.....	3
6. RELATED DOCUMENTS.....	6
7. REFERENCES.....	7
8. REVISION HISTORY.....	7
9. ADDENDA AND APPENDICES.....	7

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### **1. PURPOSE**

To define a structured job classification process for Medical Technologist employees that will:

- Outline accountabilities and role expectations associated with jobs at different organizational levels within the technical laboratory.
- Provide career paths for individuals to advance.

### **2. SCOPE**

This procedure applies to medical laboratory technician (MLT) and medical technologist (MT) staff members wishing to progress their careers in the technical areas of the laboratory.

### **3. RESPONSIBILITY**

All technical staff members should understand the steps required for career progression.

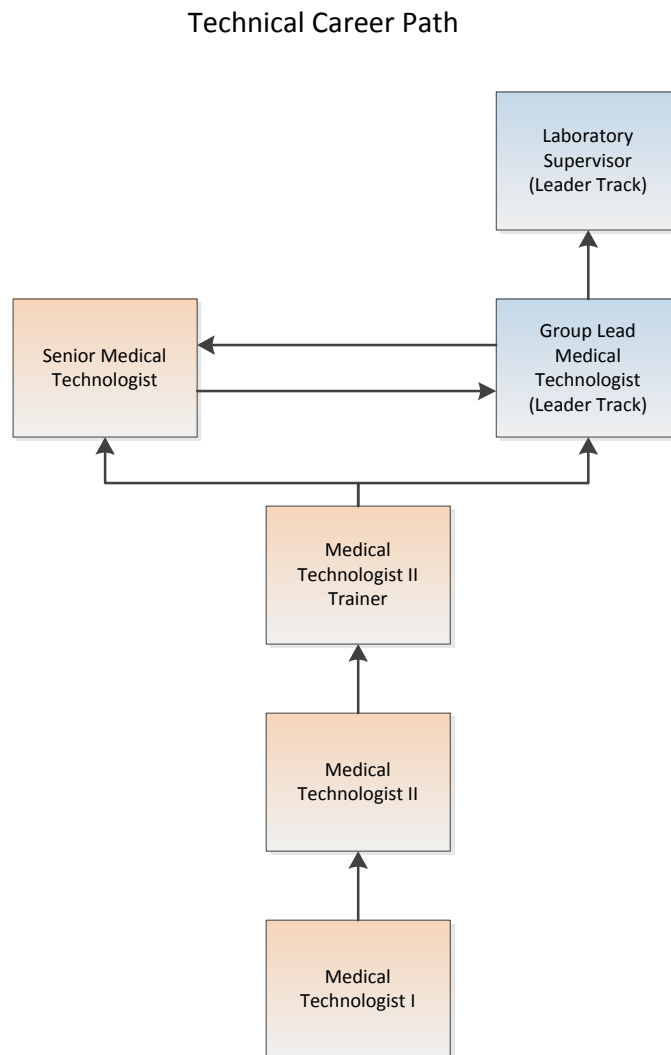
### **4. DEFINITIONS**

**Career Ladder:** A process designed to formally progress an employee to a higher level of job responsibility within his/her current position. The employee and supervisor / manager work together to progressively advance the employee to the higher level of responsibility.

Benefits of a career ladder:

- Employees can develop new skills and competencies in their current jobs.
- Employees can advance to a higher level of responsibility
- Employees can demonstrate initiative and willingness to work to further departmental and corporate goals.
- The employer can retain valued employees who are motivated to advance their careers.
- The employer can attract high quality employees and provide the employees an opportunity to advance within their positions.
- The employer can develop well-trained employees who have high morale.
- The employer can provide a higher level of quality and service to clients.

Technical Career Path: The normal growth of an employee within the organization.



**5. PROCEDURE**

**A. Position Titles, Requirements and Grade**

Position	Requirements
Medical Technologist I  Grade: T12 Job Code: 101369	<ul style="list-style-type: none"> <li>• Staff members beginning employment as a medical technologist.</li> <li>• Minimum qualifications apply.</li> </ul>
Medical Technologist II  Grade: T13 Job Code: 101370	<ul style="list-style-type: none"> <li>• Staff members who have completed training and demonstrate competency in two areas of the laboratory (blood bank, blood bank neonatal products, chemistry, coagulation, GEC, hematology, microbiology, or urinalysis)</li> </ul>

Form revised 3/31/00

Position	Requirements
<p>Medical Technologist II            Trainer</p> <p>Grade: T13            Job Code: 101370 (b)</p>	<ul style="list-style-type: none"> <li>• Staff members who are trained in at least two areas of the laboratory and demonstrate the following characteristics.               <ul style="list-style-type: none"> <li>○ Knowledgeable of departmental policies and procedures</li> <li>○ Follows policies and procedures as written</li> <li>○ Clearly explains tasks and procedures</li> <li>○ Breaks down complex ideas to explain them thoroughly</li> <li>○ Coaches, critiques, and mentors staff members</li> <li>○ Listens attentively and actively</li> <li>○ Sensitive to non-verbal cues</li> <li>○ Maintains open lines of communication upward and downward</li> <li>○ Organized</li> <li>○ Creates a supportive environment</li> <li>○ Manages time effectively</li> <li>○ Balances multiple responsibilities</li> <li>○ Patient, flexible, empathetic, nurturing</li> </ul> </li> </ul>
<p>Senior Medical            Technologist</p> <p>Grade: T14            Job Code: 101389</p>	<ul style="list-style-type: none"> <li>• Staff members who serve as a subject matter expert in at least two areas of the laboratory.</li> <li>• Staff members must assume responsibility for at least one recurring project within the department as assigned by the supervisor/manager.</li> <li>• Must demonstrate the following characteristics.               <ul style="list-style-type: none"> <li>○ Leadership skills in problem solving.</li> <li>○ Ability to develop and implement a quality management system.</li> <li>○ Mentor for other staff members</li> <li>○ Participant in organization-wide activities, committees, and process improvement projects</li> <li>○ Involved in the development of new techniques/procedures</li> <li>○ Develops, reviews, and validates departmental procedures</li> </ul> </li> <li>• Must maintain current ASCP certification or equivalent.</li> <li>• Must have a minimum of 2 years of experience in a high complexity laboratory</li> <li>• Must be recommended for this position by a Laboratory Supervisor/Manager and approved by the Laboratory Manager or Director.</li> </ul>

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Position	Requirements
<p>Group Lead Medical Technologist</p> <p>Grade: T14 Job Code: 101371</p>	<ul style="list-style-type: none"> <li>• Staff members who serve as people leaders in the department.</li> <li>• Demonstrate proficiency in all areas of blood bank or core laboratory.</li> <li>• Must demonstrate the following characteristics:                             <ul style="list-style-type: none"> <li>○ Provides work direction on a daily basis</li> <li>○ Leadership skills in problem solving and conflict resolution</li> <li>○ Provides feedback to the supervisor regarding performance management and staff performance reviews</li> <li>○ Provides input in the hiring process</li> <li>○ Performs supervisory functions in the absence of a supervisor</li> <li>○ Mentors other staff members</li> <li>○ Trains and assesses competency for other staff members</li> </ul> </li> <li>• Must maintain current ASCP certification or equivalent.</li> <li>• Must have 2 years of experience in a high complexity laboratory</li> <li>• Must be recommended for this position by a Laboratory Supervisor/Manager and approved by the Laboratory Manager or Director.</li> </ul>

**B. Requirements for Reclassification**

Step	Action
<p>1</p>	<p>Any employee wishing to advance via the career ladder, must meet the following conditions:</p> <ul style="list-style-type: none"> <li>A. No disciplinary action for the 12 months preceding promotion</li> <li>B. A score of “meets expectations” or better on the previous evaluation (if evaluation exists)</li> <li>C. Confirmation of training and competency</li> <li>D. Demonstrates requirements of position as listed above</li> </ul> <p>In addition, those employees being promoted into a senior or group lead medical technologist position must meet the following conditions:</p> <ul style="list-style-type: none"> <li>E. Confirmation of ASCP certification or equivalent</li> <li>F. Confirmation of high complexity testing experience</li> <li>G. Recommendation or approval from supervisor</li> </ul>

Form revised 3/31/00

Step	Action
2	<p>The employee must complete part I of the request for promotion form and submit the form to the supervisor to be considered for promotion.</p> <p>Note: Supervisor recommendation is required for promotion to positions of Senior or Group Lead Medical Technologist. An employee cannot request promotion to these positions prior to obtaining recommendation from the supervisor.</p>
3	<p>The supervisor will verify whether the employee meets requirements of the new position by completing part II of the request for promotion form within 30 days.</p> <p>A. If the promotion request is denied, the supervisor will notify the employee. The supervisor will document the reason for denial on the form. The supervisor will identify actions the employee needs to take to meet the requirement of promotion in the future.</p> <p>B. If the promotion request is approved, the supervisor will generate a status change form to promote the employee and generate a pay raise. Lab manager/director approval is required.</p> <p>a. An increase of 5 % may be given without special approval.</p> <p>b. Higher increases must be approved by the HR Business Partner.</p> <p>c. Retroactive pay increases will not be given.</p> <p>The supervisor will notify the employee that the request was approved and the effective date of the pay increase.</p>
4	<p>The completed promotion request form will be placed in the employee's personnel file.</p>
5	<p>The supervisor will ensure a promoted employee signs his/her new job description. A copy of the signed job description will be forwarded to the HRSC. The original signed copy of the job description will be maintained in the employee's personnel file.</p>

**C. Demotion Via the Career Ladder**

Step	Action
1	<p>An employee may be demoted via the career ladder at any point where he/she no longer meets the requirements of the job. This may be done at the request of the employee, due to a change of status (decrease of hours from fulltime to part-time), or at the request of a supervisor based on performance.</p>
2	<p>Demotion will include a pay decrease of 5% for EACH step of the career ladder the employee regresses. For example, if an employee goes from senior medical technologist to medical technologist II, that employee will receive a 5% decrease for the first step and a 5% decrease for the second step. If an employee is demoted within 6 months of promotion, he/she will return to the pre-promotion pay rate.</p>

Form revised 3/31/00

**6. RELATED DOCUMENTS**

Form: Request for Promotion via the Technical Career Ladder (AG.F389)

**7. REFERENCES**

N/A

**8. REVISION HISTORY**

<b>Version</b>	<b>Date</b>	<b>Reason for Revision</b>	<b>Revised By</b>	<b>Approved By</b>
0	7/1/19	Section 5: Updated pay increase amount and added approval	LBarrett	RSanLuis

**9. ADDENDA AND APPENDICES**

None



## Request for Promotion via the Technical Career Ladder

<b>Part I: To be completed by the employee</b>	
Employee Name:	Employee ID:
Promotion (check one): <input type="radio"/> Medical Technologist I (101369) to Medical Technologist II (101370) <input type="radio"/> Medical Technologist II (101370) to Medical Technologist II Trainer (101370) Supervisor Recommendation for Promotion (check one): <input type="radio"/> Medical Technologist II Trainer (101370) to Senior Medical Technologist (101389) <input type="radio"/> Senior Medical Technologist (101389) to Group Lead Medical Technologist (101371) <input type="radio"/> List:	
Signature:	Date:
<b>Part II: To be completed by the supervisor</b>	
1. Disciplinary action for preceding 12 months <input type="radio"/> None <input type="radio"/> List: 2. Last performance evaluation score: _____ 3. Training and competency documents on file for the following departments: <input type="radio"/> List: <input type="radio"/> List: 4. Current ASCP registration or equivalent on file <input type="radio"/> Yes Type and Number: _____ <input type="radio"/> No 5. Number of years high complexity testing experience: _____ 6. Demonstrates requirements of new position. <input type="radio"/> Currently demonstrates <input type="radio"/> Will demonstrate in the future <input type="radio"/> Does not demonstrate	
Supervisor Signature: <input type="radio"/> Approved <input type="radio"/> Denied	
Pay Raise Evaluation: Current pay rate: _____ Pay range for current position: _____  New pay rate: _____ Recommended pay raise: <input type="radio"/> 5% (Other amount requires HR approval)	
Supervisor Signature:	Date:
Lab Manager/Director Signature:	Date: