**UW Medicine - Pathology**

400-09-01-07

Laboratory Technician II Policy

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| Adopted Date: 08/2002Review Date: 09/2005Revision Date: 05/03/11 |

PURPOSE

To define the role of the Technician II in the Cytogenetics laboratory.

POLICY

### Laboratory Technician Ii

Higher Education Personnel Board

Specification for Class Class Code: 4801 and 7801

Laboratory Technician II

**Definition**

Perform laboratory and related work under general supervision such as weighing materials, performing calculations, mixing chemicals, performing routine tests, preparing slides, operating stills, preparing specimens, cleaning and operating and performing minor maintenance of laboratory equipment.

**Distinguishing Characteristics**

Positions allocated to this class are distinguished by the requirement for conducting laboratory work in support of scientists, instructors, or students; may lead or train assigned personnel.

**Typical Work**

* May lead and direct assigned personnel in laboratory work;
* Make solutions; weigh and dilute drugs; perform assays of minerals and other materials;
* Dissect and prepare biological tissues, assist with surgical procedures as applied to animals; perform cell count;
* Set up and calibrate laboratory apparatus and instruments; read and record instrument data; reduce and tabulate data; keep laboratory records;
* Perform minor maintenance and repair of laboratory apparatus and instruments;
* Wash and clean laboratory areas and equipment and assist instructors, research scientists or students in preparing laboratory equipment, apparatus and chemicals;
* Participate in laboratory research, perform inventories of chemicals, supplies, and equipment; order laboratory equipment and supplies and stock laboratory areas as required;
* Perform related duties as required.

**Minimum Qualifications**

One year of college with course work emphasizing laboratory science; OR one year's experience as Laboratory Technician I, or equivalent.

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

**Examination Requirements:**

The examination (including written, E & T and oral components) will consist of a scored evaluation of the applicant’s training in laboratory sciences; experience as a Laboratory Technician; ability to perform laboratory and related work such as weighing materials, performing calculations, mixing chemicals, etc.; personal qualifications related to the ability to perform the duties of a Laboratory Technician II. A part of the examination may be given and scored by an examining panel.

New Class: 3-7-73 (4801 & 7801)

Revise MQ: 7-2-90 (4801 & 7801)

New to CSA: 8-1-01 (7801)

### Internal Job Description

**Laboratory Technician II – Cytogenetics--Anatomic Pathology**

1. Laboratory Skills

 To set up and harvest cultures of cells using sterile technique, maintaining appropriate labeling of vessels and slides

 To enter patient and laboratory information into a database program with accuracy and with attention to detail

 To prepare slides and to perform special staining for microscopy

 To prepare reagents for all of the above procedures using a balance

 Sterilize solutions and small instruments

 Clean laboratory areas and equipment

 Change CO2 tanks when needed

 Use digital photo technology (capturing and enhancing images for analysis)

 To be able to use reference material to troubleshoot and check results

 Maintain a safe working environment following laboratory policies and safety regulations

 Perform related duties as needed

 Perform duties of Lab Tech I as needed

 Assist in library research

 Manage archiving of cell pellets, including two identifiers

1. Quality Control

 Read and record instrument data

 Assiduously maintain patient and specimen information

 Maintain equipment used in proper working condition

 Keep records of quality control data provided with shipments of media and reagents

 Keep records of test reports received from other laboratories about analyses performed on our cultures or media

 Implement laboratory safety procedures

 Assist the supervisor in preparing for CAP and PacNoRGG inspections

1. Administrative and Computer Skills

 Provide database reports and maintenance

 Make recommendations as to reagents used

 Order supplies as needed

 Advise supervisor about stock needed to maintain laboratory functioning properly

 Help supervisor and staff to find proper vendors for some stocks

1. Ethics and Professionalism

 Maintain confidentiality of patient information, including final diagnosis

 Coordinate with Physical Plant and Scientific Instruments personnel to resolve problems related to equipment and/or utilities

 Make every effort to locate supplies, etc., if an emergency arises

 Communicate with those inside and outside the lab in a professional and positive manner

1. Contribute to a pleasant working atmosphere

Written By: Director Approval:

(Signature and Date) (Signature and Date)

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 Cytogenetics Supervisor