
Auburn University Job Description

Job Title: **Lead Medical Technologist**

Job Family: No Family

Job Code: **IC10**

Grade HW11 \$54,900 - \$93,300

FLSA status: Exempt

Job Summary

Coordinates professional oversight, analyses, tests, and diagnostic procedures in a medical research laboratory.

Essential Functions

1. Develops protocols and standard operating procedures, ensuring compliance with Federal, State, University, and accrediting agency policy regarding veterinary medical laboratories.
2. Performs and reviews quality controls in testing and decides if results are within acceptable ranges and researches and corrects problems.
3. Operates, calibrates, maintains, and cleans equipment used in quantitative analysis.
4. Conducts chemical analysis of specimens including blood, urine, and spinal fluid, to determine presence of normal and abnormal components.
5. Assists in training students, residents, and staff in laboratory procedures and use of hospital/laboratory information data management system.
6. Trains and directs lab assistants, staff, and students on proper methods of collection of specimens and laboratory testing.
7. Assists in the evaluation of new equipment and procedures for use in research and the clinical laboratory.
8. Prepares technical reports on procedures and results of laboratory tests and examinations.
9. Negotiates vendor contracts for purchasing supplies, materials, and equipment for economic efficiency of lab.
10. Prepares department invoices and annual income/expense reports.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Medical Technology or a related Science.
Experience (yrs.)	4	Experience in medical technology

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of medical technology procedures and practices to include analysis and diagnostics.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/5/2012
