

Program Specifications – CLINICAL LABORATORY TECHNICIAN

Function Number	Essential Functions
1	Function as a team member and be able to work with individuals from a variety of social, emotional cultural and intellectual backgrounds.
2	Exhibit a professional attitude in dress, attendance, conduct, and punctuality.
3	Comply with safety procedures, including the use of appropriate safety equipment. (Follow OSHA, DILHR and State guidelines for blood borne pathogens, chemical hazards and radiation standards.)
4	Dispose of medical waste safely and correctly according to laboratory standards.
5	Follow patient confidentiality guidelines.
6	Make independent decisions within prescribed professional guidelines.
7	Adapt to new situations and technology.
8	Demonstrate the ability to work effectively in situations of high or moderate stress.
9	Demonstrate the ability to work in close quarters with other students and laboratory professionals.
10	Collect blood, on patients, with a vacutainer, syringe and lancet on the first attempt.
11	Identify and label specimens correctly.
12	Perform work accurately and precisely within acceptable control values.
13	Perform automated, semi-automatic and manual testing accurately and safely.
14	Demonstrate ability to accurately communicate using English verbal and written test results.
15	Inventory supplies and order (practice) from catalogs.
16	Demonstrate a working comprehension of the technical and procedural aspects of laboratory tests combined with an understanding of test theory and human physiology.
17	Recognize appropriate test selection and abnormal results.
18	Recognize technical problems and perform corrective action according to predetermined criteria.
19	Prioritize test requests to maintain standard safe patient care and maximize efficiency.
20	Prepare: a. Reagents/media/blood products according to established procedures. b. Instruments to perform tests. c. Controls appropriate for testing procedures. d. Reagent replacement on instruments.

Function Number	Essential Functions
21	Make mathematical computation utilizing standard formulas.
22	Correlate: a. Clinical data to assess test results. b. Quality control data to assess test results. c. With other laboratory data to assess test results. d. With physiologic processes to assess/validate test results.
23	Evaluate: a. Clinical data to specify additional tests. b. To verify test results. c. To check for possible source of errors d. To determine possible inconsistent results/ e. To recognize health and disease states. f. To assess validity/accuracy of procedures for a given test. g. To determine appropriate instrument adjustments and preventative maintenance. h. To recognize common procedural/technical problems. i. To take corrective action according to predetermined criteria.

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The list of Program Specifications that follows can be referenced to the Function Numbers above. The ability to perform these actions or activities is necessary to complete program lab and clinical functions as well as to work in this field.

Physical Factors	YES	NO	Essential Function/s Numbers
Standing	◆		4, 10, 13, 15
Walking	◆		4, 10, 13, 15
Sitting (pro-longed 4 hr.min.)	◆		
Lifting			
10 lbs.	◆		15, 20
20 lbs.	◆		15, 20
50 lbs.		◆	
100 lbs.		◆	
100 lbs. +		◆	
Carrying			
10 lbs.	◆		15, 20
20 lbs.	◆		15, 20
50 lbs.		◆	
100 lbs.		◆	
100 lbs. +		◆	
Pushing/Pulling			
10 lbs.	◆		15, 20
20 lbs.	◆		15, 20
50 lbs.		◆	
100 lbs.		◆	
100 lbs. +		◆	
Climbing		◆	
Balancing		◆	

Physical Factors	YES	NO	Essential Function/s Number
Bending	◆		4, 10, 11, 13, 15, 18, 20
Stooping	◆		4, 10, 11, 13, 15, 18, 20
Crouching	◆		4, 10, 11, 13, 15, 18, 20
Kneeling	◆		4, 10, 11, 13, 15, 18, 20
Crawling		◆	
Running		◆	
Twisting	◆		10
Turning	◆		10, 13
Jumping		◆	
Grasping-Firm/Strong	◆		10-13, 15, 18, 20
Grasping-Light	◆		10-13, 15, 18, 20
Finger Dexterity	◆		10-15, 18, 20
Reaching Forward	◆		10-13, 15, 18, 20
Reaching Overhead	◆		10, 12, 13, 15
Pinching	◆		10, 11, 15, 18
Simultaneous use of Hand, wrist, fingers (e.g. typing, data entry)	◆		10-13, 15, 18, 20
Coordination			
Eye-hand	◆		10-14, 18, 20
Eye-hand-foot	◆		10, 15, 18, 20
Driving		◆	

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Environmental Factors	YES	NO	Essential Function/s Number
Works indoors	◆		ALL
Works outdoors		◆	
Exposure to extreme hot or cold temp	◆		15
Working at unprotected heights		◆	
Being around moving Machinery	◆		13, 18
Exposure to marked changes in temperature/humidity		◆	
Exposure to dust, fumes, smoke, gases, odors, mists or other irritating particles <i>(specify) powdered latex gloves, aerosols, odors</i>	◆		3, 4, 13, 15, 20
Exposure to toxic or caustic Chemicals	◆		4, 13, 20
Exposure to excessive noises	◆		12, 13
Exposure to radiation or electrical energy	◆		12, 13, 18
Exposure to solvents, grease, or oils	◆		12, 13, 18
Exposure to slippery or uneven walking surfaces		◆	
Working in confined spaces	◆		8, 9, 12, 13, 14, 18, 20
Using computer monitor	◆		1, 3, 5, 7, 11-15, 17-20
Working with explosives		◆	
Exposure to vibration	◆		
Exposure to flames or burning items	◆		12, 13, 20

Environmental Factors	YES	NO	Essential Function/s Number
Works around others	◆		ALL
Works alone	◆		ALL
Works with others	◆		ALL
Safety Equipment <i>(Required to wear)</i>			
Safety glasses	◆		ALL
Face mask/face shield	◆		12, 13
Ear plugs		◆	
Hard Hat		◆	
Protective Clothing	◆		ALL

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Cognitive/Mental Factors	YES	NO	Essential Function/s Number
Reasoning Deal with abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions	◆		ALL
Interpret instructions furnished in oral, written, diagrammatic, or schedule form	◆		ALL
Deal with problems from standard situations	◆		ALL
Carry out detailed but uninvolved written or oral instructions	◆		ALL
Carry out one or two step Instructions	◆		ALL
Mathematics Complex skills –Business math, algebra, geometry or statistics	◆		12, 13, 18, 20, 21
Simple skills – add, subtract, multiply and divide whole numbers and fractions, calculate time and simple Measurements	◆		12, 13, 18, 20, 21
Reading Complex skills - Comprehend newspapers, manuals, journals, instructions in use and maintenance of equipment, safety rules and procedures and drawings	◆		ALL

Cognitive/Mental Factors	YES	NO	Essential Function/s Number
Simple skills - Comprehend simple instructions or notations from a log book	◆		ALL
Writing Complex skills – Prepare business letters, report summaries using prescribed form at and conforming to all rules of punctuation, spelling, grammar, diction and style	◆		14, 23
Simple skills – English sentences containing subject, verb and object; names and addresses, complete job application or notations in log book	◆		ALL
Perception Spatial – ability to comprehend forms in space and understand relationships of plane and solid objects; frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms	◆		ALL
Form – ability to perceive pertinent detail in objects or in pictorial or graphic material; to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of line	◆		ALL

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Cognitive/Mental Factors	YES	NO	
Clerical – ability to perceive pertinent detail in verbal or tabular material; to observe differences in copy, to proof-read words and numbers, and to avoid perceptual errors in arithmetic computation	◆		ALL
Data Synthesizing	◆		ALL
Coordinating	◆		ALL
Analyzing	◆		ALL
Compiling	◆		ALL
Computing	◆		ALL
Copying	◆		ALL
Comparing	◆		ALL
Personal traits Ability to comprehend and follow instructions	◆		ALL
Ability to perform simple and repetitive tasks	◆		ALL
Ability to maintain a work pace appropriate to a given work load	◆		ALL
Ability to relate to other people beyond giving and receiving Instructions	◆		ALL
Ability to influence people	◆		1, 6, 8, 16, 17, 18, 23
Ability to perform complex or varied tasks	◆		ALL

Cognitive/Mental Factors	YES	NO	Essential Function/s Number
Ability to make generalizations, evaluations or decisions without immediate supervision	◆		ALL
Ability to accept and carry out responsibility for direction, control and planning	◆		ALL