

MEDICAL JOB FAMILY – MEDICAL TECHNICAL SPECIALIST

JOB FAMILY CONCEPT: The Medical job family is responsible for all aspects of medical-related activities. Medical roles serve to foster prevention, diagnosis and treatment of disease in patients and to provide quality patient healthcare through the execution of appropriate and quality technical and professional duties, services, and specialties. The Medical function includes, but is not limited to general medical support and patient care, client education, training, technical support, diagnosis and treatment of injuries and illnesses, and other medical-related services provided within clinical laboratory, nursing, veterinary, dental, pharmacy, family medicine, internal medicine, and other medical-related settings.

MEDICAL TECHNICAL SPECIALIST

The Medical Technical Specialist role performs specialized functions, tests, diagnostics, procedures, and other technical tasks utilizing specialized equipment and knowledge under the supervision of a medical provider.

The **Medical Technical Specialist** role is distinguished from the **Medical Technical Assistant** role in that it is responsible for performing specialized functions, tests, diagnostics, procedures, and other technical tasks utilizing specialized equipment and knowledge rather than providing direct patient care.

MEDICAL TECHNICAL SPECIALIST 1

Typical Functions

Cleans equipment and medical areas. Operates complex medical instruments and equipment. Enters and extracts information from electronic systems. Receives, stocks, and maintains supply inventories, which may include, but are not limited to controlled substances, vaccinations, and testing supplies. Completes medical orders for testing and may fill and prepare prescriptions. Calculates dosages. Responds to questions from patients and their representatives. Prepares reports. Performs quality control and calibration procedures. May act as a system administrator for a specialty area, or a specialist for a medical database. May provide work direction to others.

Complexity and Decision Making Authority

Work is closely monitored by supervisor. Tasks are generally, well-defined and standardized in nature.

Knowledge, Skills, and Abilities

Knowledge of a medical specialty area. Knowledge of applicable regulations, policies, and procedures. Knowledge of applicable complex medical equipment and instruments. Excellent customer service skills. Ability to communicate effectively both orally and in writing.

Education/Experience

Appropriate education to perform tasks as required by relevant area of specialty, and relevant work experience, or an equivalent combination of training and experience. Certification in a relevant specialty field required.

MEDICAL TECHNICAL SPECIALIST 2

Typical Functions

Performs complex services and analysis requiring the application of specialized training. Instructs, positions, and prepares patients for procedures, imaging, and tests. Receives, prepares and obtains specimens, medical materials, and remains for procedures, analyses, or testing. Operates complex medical instruments and equipment. Identifies tests to be performed. Prepares solutions, reagents, supplies, and equipment for use. Reads and interprets test results where authorized. Records and disseminates results. Prepares reports. Repairs and maintains equipment and instruments. Performs quality control and calibration procedures and maintains quality control records. Files and maintains storage of records.

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Complexity and Decision Making Authority

Work is performed under the supervision of an advanced level medical provider, although employee performs assigned tasks independently, following established policies and procedures; may set priorities and organize work within general guidelines established by supervisor/manager.

Knowledge, Skills, and Abilities

Advanced knowledge of a medical specialty area. Advanced knowledge of applicable regulations, policies, and procedures. Advanced knowledge of applicable complex medical equipment and instruments. Ability to work independently. Ability to analyze situations. Ability to create and maintain reports.

Education/Experience

Appropriate education to perform tasks as required by relevant area of specialty, and two years relevant work experience, or an equivalent combination of training and experience. Certification in a relevant specialty field required.