

**RECOMMENDED ACCEPTABLE MEDICAL LABORATORY ASSISTANT
(MLA) DUTIES
(Competency Assessment Required)**

INDIRECT SUPERVISION	DIRECT SUPERVISION
Quality Control	
Temperature Monitoring	
Respond to system alarms	
Quality Control sterility checks	
Check solution pH	
Clerical	Clerical
Faxing/filing reports Enter manual report results for verification by technologist	Notify Nursing Units of blood cancellations
Answer telephone: receive orders	
Prepare documentation for specimen referrals	
Enter patient information, using short form registration, in the computer system	
Registration of cases into the computer system	
Enter orders into the computer system	
Enter gynecological and non-gynecological specimens in the computer system	
Reprint barcodes	
Enter workload units into the computer system	
Edit the procedure data box to ensure units are captured	
Clerical "set up" of certain automated procedures	
Cleaning	
Bio-hazardous waste disposal	
Equipment cleaning (i.e., centrifuges, glassware)	
Defrosting freezer	
Wash Microscan trays	
Specimen Handling/Preparation	Specimen Handling/Preparation
Search out specimens for analysis	Recognition of normal vs abnormal serum samples, notification to technologist
Specimen centrifugation and aliquoting	
Receive specimens (accessioning)	
Sort and prioritize specimens (stat, urgent, routine)	
Verify proper identification of slides; if incorrect, refer to the cytotechnologist	
Place labels on slides and match with requisitions	
Dispatch of specimens	
Discard specimens (as per department policies)	

Match diff slides to analyzer print out	
Preparation of cell blocks	
Open pap mailers	
Stain basic specimens/slides	
Prepare non-gynecological and gynecological specimens for staining	
De-stain specimens, when necessary	
Prepare ova and parasite specimens	
Prepare specimens for bacterial testing	Plating of specimens to appropriate media
Inoculate bottles for bacterial testing	Streaking plates as per recommended procedure
Specimen Storage & Retrieval	
File in and/or retrieve from storage blocks and slides and requisitions	
Inventory Management	
Monitor, order, receive and store general supplies to maintain adequate inventory	
Perform routine blood inventory count	
Review and maintain inventory of culture media and notify technologist in-charge of changes/requirements to order	
Safety Checks	
Perform safety checks on eye wash stations, emergency shower and emergency light, flash lights	
Phlebotomy	
Blood collection (capillary and venous)	
Preparation/maintenance of reagents, solutions, media, equipment, etc.	Preparation/maintenance of reagents, solutions, media, equipment, etc.
Prepare specimen collection containers (i.e., filling with cytology fixative)	Load and unload analyzers with Positive ID
Fill media carts and enteric trays	
Set up and dismantle fine needle aspiration biopsy cart	
Prepare and change solutions for the frozen section tray	
Maintenance of processor when required	
Operation of re-cycler	
Dispense aliquots of prepared media	
Change solutions and load baskets in the tissue processor	
Prepare baskets for storage of specimens	
Prepare package of sample containers, media, etc. for doctors' offices and other laboratories, as	

requested	
Label tissue cassettes	
Other	
Assist during macroscopic description of specimens	
Assist during the performance of “gross” pathology	
Use electronic balance, fume hoods, centrifuges and cytopsin	
Training (as assigned; not every MLA becomes a trainer)	
Shipment of products	
Send completed reports	