

UW HEALTH JOB DESCRIPTION

GLASSWARE/MEDIA PREPARATION TECHNICIAN

Job Code: 510024	FLSA Status: Non-Exempt	Mgt. Approval: M Marggi	Date: 7-18
Department : Laboratory Services		HR Approval: K Sawyer	Date: 7-18

JOB SUMMARY

The UW Health Glassware/Media Prep Tech performs technical work related to the collection, cleaning, sterilization and distribution of glassware according to set protocols and procedures. Positions may also prepare and coordinate orders for laboratory glassware and other supplies, coordinate cleaning of lab coats, decontaminate glassware, dispose of hazardous waste, monitor the laboratory water system, and maintain glassware washers, dryers and sterilizers. The incumbent must be knowledgeable regarding regulatory requirements (College of American Pathologists, The Joint Commission) for Clinical Laboratory glassware washing facilities and may be involved in training others. Positions function under the general supervision of a laboratory manager.

MAJOR RESPONSIBILITIES

1. Collect soiled glass and plastic ware from the Clinical laboratories as needed.
2. Carry out cleaning, drying and autoclaving of laboratory glassware and plastic ware, as needed, according to the instructions in the procedure manual.
3. Ensure proper operation of equipment.
4. Complete and document daily quality control activities.
5. Sort and distribute the clean glass and plastic ware or store within that laboratory.
6. Clean the pipettes used by the laboratories, as detailed in the procedure manual. Prepare pipette cleaning solution as needed.
7. Maintain the glassware-cleaning area in a clean and orderly fashion.
8. Complete the daily and weekly checklists in the glass washing area and the Core laboratory.
9. Clean centrifuges according to instruction.
10. Flush eyewashes according to instruction.
11. Observe all safety policies and procedures.
12. Train new employees and student help, as needed, using the training outline prepared for the glassware-cleaning area.
13. Coordinate and plan activities of the glassware-cleaning area personnel to ensure coverage at all times.
14. Carry out maintenance activities on the equipment used in the glassware-cleaning area as outlined by the maintenance schedule.
15. Schedule manufacturer preventive maintenance as required to ensure coverage at all times.
16. Carry out emergency repairs, if possible, using information provided by the manufacturer. Inform the manager about equipment breakdowns and steps taken to deal with any problems. Contact Hospital and manufacturer service personnel to repair equipment.
17. Inventory and order laboratory glassware and glassware-cleaning supplies, as needed.
18. Maintain a procedure manual and keep current for use by laboratory personnel and review by accreditation inspectors.
19. Investigate and test new washing equipment and materials, as requested by the manager.
20. Monitor and keep records of the purity of the laboratory water.
21. Assist with maintenance of laboratory coats. This duty includes having the soiled lab coats laundered and restocking the shelves with clean lab coats.
22. Open pneumatic tube carriers and or mailing containers and sort specimens.
23. Perform additional duties as assigned.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	High school diploma or equivalent
	Preferred	
Work Experience	Minimum	
	Preferred	
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> Ability to use a computer, including knowledge of and ability to use email and Microsoft Word Ability to organize and prioritize work Ability to work independently 	

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

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Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
X	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.