



eLEET: Electronic Laboratory Employee Enrichment Toolkit

Model Career Ladder Plan

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A Career Ladder is used to describe the progression from entry level positions to higher levels of skill, responsibility, or authority and is usually reflected by an increase in pay. It allows employees to understand the requirements to move from one skill level to the next, and gives them an opportunity to advance without assuming management responsibilities.

This Model Career Ladder was developed to serve as a guideline to be used by supervisors and managers when developing a career ladder for public health laboratory technicians or public health laboratory scientists within their institution. Changes, additions, deletions, etc. should be made to reflect the needs of the organization.

Public Health Laboratory Technician

Entry Level Technician

Skills

- Focuses on skill and knowledge development
- Understands the basics of public health and public health laboratory science
- Consults with more experienced team members when necessary
- Exhibits knowledge of public health laboratory tests, standards
- Exhibits basic knowledge of professional ethics, laws and regulations
- Demonstrates entry level technician competencies
- Produces accurate laboratory test results
- Adheres to quality systems protocols
- Disseminates laboratory test information in a timely manner
- Demonstrates competency in field at least annually
- Membership in a professional organization

Intermediate Level Technician

Skills

Demonstrates characteristics of Entry Level Technician plus:

- Understands the essentials of public health and public health laboratory science
- Works efficiently under the direction of experienced personnel
- Performs multi-functional tasks
- Focuses on obtaining additional public health knowledge and laboratory skills
- Actively participates in continuing education
- Active membership in professional organization(s).

Senior Level Technician	
Skills	<p>Demonstrates characteristics of Intermediate Level Technician plus:</p> <ul style="list-style-type: none"> • Experienced and skilled technical worker • Demonstrates advanced public health knowledge and laboratory skills • Involved in training of new laboratory personnel • Active membership and participation in professional organization(s).
Public Health Laboratory Scientist	
Entry Level Scientist	
Skills	<ul style="list-style-type: none"> • Focuses on skill and knowledge development • Understands the basics of public health and public health laboratory science • Demonstrates entry level scientist competencies • Adheres to quality systems protocols • Consults with more experienced team members when necessary • Exhibits knowledge of public health laboratory tests and standards. • Exhibits basic knowledge of professional ethics, laws and regulations • Disseminates laboratory test information in a timely manner • Offers suggestions for improvement in operations • Monitors accuracy and precision of laboratory testing • Pursues continuing education and/or formal education • Membership in professional organization
Intermediate Level Scientist	
Skills	<p>Demonstrates characteristics of Entry Level Scientist plus:</p> <ul style="list-style-type: none"> • Understands the essentials of public health and public health laboratory science • Capable, knowledgeable • Interacts with other healthcare providers and/or public health program members in a professional manner • Applies critical decision making skills to reach conclusions about diagnostic testing needs • Evaluates laboratory testing requests for appropriateness • Uses evidence based criteria to interpret laboratory-testing data • Seeks mentoring for leadership • Assumes beginning leadership role by demonstrating leadership skills in problem solving, diagnostic testing management, and conflict resolution • Continually assesses own skills/abilities pursues continuing education and/or formal education when needed • Actively participates in continuing education • Works independently • Involved in training of new laboratory personnel • Participates in applied research projects • Active membership in professional organization

Senior Level Scientist	
Skills	<p>Demonstrates characteristics of Intermediate Level Scientist plus:</p> <ul style="list-style-type: none"> • Experienced, knowledgeable • Demonstrates leadership skills in problem solving, diagnostic testing management, and conflict resolution • Applies evidence based criteria to correlate and interpret laboratory testing data • Utilizes applied research to optimize laboratory testing • Demonstrates ability to interact effectively with healthcare team and/or public health program members • Evaluates patient laboratory test results and suggests additional testing if necessary • Acts as clinical laboratory consultant to other members of the healthcare team and/or public health program members • Actively involved in mentoring • Uses clinical and other data to optimize laboratory testing • Involved in the development of new techniques/procedures • Participates in organization wide activities (e.g. committees, taskforces, etc.) • Active in submission of articles for publication • Involved in process improvement projects • Involved in researching new methods • Presents at state, local and national meetings • Demonstrates leadership in national professional organization
Lead Level Scientist	
Skills	<p>Demonstrates characteristics of Senior Level Scientist plus:</p> <ul style="list-style-type: none"> • Demonstrates advanced leadership skills • Develops, performs and applies clinical research to optimize laboratory testing • Supervises assigned personnel • Develops and implements a quality management system • Assumes responsibility for outcomes of the area of responsibility • Collaborates in submission of case studies and articles for publication • Mentors new members of the profession • Leadership role in education and training; designs, implements and evaluates education of new clinical laboratory personnel • Researches new methods • Coordinates process improvement projects • Contributes to professional development in field of practice • Effectively collaborates with other members of the healthcare team and/or public health program members • Active membership, participation, and leadership in national professional organization