UNIVERSITY OF SOUTHERN CALIFORNIA

Embryologist II

Job Code: 187027

Grade: 00
OT Eligible: Yes
Comp Approval: 8/5/2015

JOB SUMMARY:
Serves as an independent andrologist/embryologist without supervision. Performs routine diagnostic services and andrological/embryological procedures, as assigned.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

——— Serves as independent andrologist and/or embryologist and performs all aspects of Andrology/Embryology without supervision.

——— Implements andrological and embryological procedures in accordance to university’s policy and protocols for quality control and ensures compliance with the State and Federal agency standards, including CA Department of Health, College of American Pathologist (CAP) and Food and Drug Administration (FDA).

——— Assists with clerical and other administrative duties, as assigned.

——— Participates in departmental education programs such as journal club, and participates in professional associations to enhance work performance.

——— Performs retrievals, conventional inseminations and prepares resources necessary for upcoming cases.

——— Performs oocyte and embryo grading. Performs fertilization checks, embryo transfers and assists with hatching. Performs cryopreservation and thawing process.

——— Communicates and interacts with patients, clinical staff and laboratory personnel as applicable.

——— Assists with training Embryologist I and provides Embryologist III and IV inputs regarding training needs for Embryologist II position.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: ☐ No ☑ Yes

In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:
Minimum Education:
  Bachelor's degree

Minimum Experience:
  3 years

Minimum Field of Expertise:
  Bachelor of Science in Biological Science or related field. Embryology Laboratory Scientist (ELS) certificate from American Association of Bioanalysts. Previous related experience in a university/clinical laboratory setting. Minimum 2 years of experience in IVF procedures. Working knowledge of reproductive biology, male/female reproductive systems, embryology, in-vitro fertilization, and cryopreservation. Ability to use and handle equipment in the IVF laboratory. Proficiency in handling embryo and cryopreservation procedures. Demonstrated written and oral communication skills.

Skills: Administrative:
  Answer telephones
  Communicate with others to gather information
  Gather data
  Input data
  Maintain filing systems
  Prioritize different projects
  Research information
  Technical documentation
  Understand and apply policies and procedures
  Use computerized spreadsheets

Skills: Other:
  Teaching/Training

Skills: Laboratory:
  Basic laboratory safety techniques
  Equipment maintenance
  General laboratory techniques
  Maintenance of cultures
  Media preparation

Skills: Machine/Equipment:
  Calculator
  Computer network (department or school)
  Computer network (university)
  Computer peripheral equipment
  Fax
  Microscope
  Personal computer
  Photocopier

Supervises: Level:
  May oversee student, temporary and/or resource workers.
  Trains employees on specific skills and tasks as required.

SIGNATURES:
Employee: _____________________________________ Date:_____________________________
Supervisor: _____________________________________ Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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