UNIVERSITY OF SOUTHERN CALIFORNIA  
Clinical Lab Assistant  
Job Code: 187111

Grade: HB  
OT Eligible: Yes  
Comp Approval: 6/10/1994

JOB SUMMARY:
Assists in performance of clinical laboratory functions. Processes specimens for testing according to established procedures. Assures integrity of specimens and confidentiality of results. Performs laboratory tests under direct supervision.

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>______</td>
<td>Prepares simple and complex reagents or media under direct supervision.</td>
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<td>______</td>
<td>______</td>
<td>Receives, accessions and triages medical patient serum and other biological specimens.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Oversees or maintains files and records of laboratory test results in accordance with state and federal requirements.</td>
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<td>______</td>
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<td>Monitors incoming phone inquiries and requests. Routes incoming mail and prepares outgoing materials for mailing, including physician copies of report.</td>
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<td>Identifies and separates specimens to be referred to outside laboratories or analyzed by laboratory. Maintains records of referred specimens.</td>
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<tr>
<td>______</td>
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<td>Distributes specimens to lab section racks in freezer, refrigerator and at room temperature.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Prepares and batches charges to be forwarded to billing office. Maintains records of batches.</td>
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<td>______</td>
<td>______</td>
<td>Assists with the logging of technical work performed and completed in laboratory as directed. Inputs final or preliminary results into computer.</td>
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<tr>
<td>______</td>
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<td>Performs venipuncture and skin puncture to procure blood for laboratory testing.</td>
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<td>Assists with typing, filing, copying and collating as assigned</td>
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<td>______</td>
<td>______</td>
<td>Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.</td>
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</tbody>
</table>

*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:
- Related Undergraduate Study
- Combined experience/education as substitute for minimum education

Minimum Experience:
- 0 - 6 Months

Minimum Field of Expertise:
- Experience as a laboratory assistant in a clinical lab.

Skills: Administrative:
- Answer telephones
- Assemble and organize numerical data
- Gather data
- Input data
- Read handwritten text
- Understand and apply policies and procedures

Skills: Laboratory:
- Basic Laboratory Safety Techniques
- Blood Borne Pathogen Safety Precautions
- General Laboratory Techniques
- Radiological Safety Techniques

Skills: Machine:
- Computer Network (Department or School)
- Computer Peripheral Equipment
- Fax
- Personal Computer
- Photocopier

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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