UNIVERSITY OF SOUTHERN CALIFORNIA
Per Diem Clinical Lab Assistant - Restricted Use
Job Code: 187113

OT Eligible: Yes
Comp Approval: 8/22/2016

JOB DESCRIPTION:
Serves on a per diem basis. 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:
*E/M/NA % TIME

Prepares simple and complex reagents or media under direct supervision.
Receives, accesses and triages medical patient serum and other biological specimens.
Oversees or maintains files and records of laboratory test results in accordance with state and federal requirements.
Monitors incoming phone inquiries and requests. Routes incoming mail and prepares outgoing materials for mailing, including physician copies of report.
Identifies and separates specimens to be referred to outside laboratories or analyzed by laboratory. Maintains records of referred specimens.
Distributes specimens to lab section racks in freezer, refrigerator and at room temperature.
Assists with the logging of technical work performed and completed in laboratory as directed.
Assists with typing, filing, copying and collating as assigned
Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*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 graduate 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/Equipment:
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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