UNIVERSITY OF SOUTHERN CALIFORNIA
Clinical Lab Technician
Job Code: 187115

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

JOB SUMMARY:
Obtains and processes specimens for testing according to established procedures.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______ ______ Performs venipuncture and skin puncture to procure blood for laboratory testing. Processes specimens for testing.

______ ______ Assists in preparing specimens for analysis. Determines correct media, inoculation method and reagents for culture setup. Performs laboratory procedures within limitations set by law. Documents work performed on specimens. Prepares paperwork for specimens sent out to other laboratories.

______ ______ Identifies and separates specimens to be referred to outside laboratories or analyzed by laboratory. Maintains records of referred specimens.

______ ______ Performs routine and special testing of specimens. Processes specimens for testing according to established procedures. Assures integrity of specimens and confidentiality of results. Performs laboratory tests under direct supervision.

______ ______ Prepares simple and complex reagents or media under direct supervision.

______ ______ Participates in departmental education programs and professional associations to enhance work performance.

______ ______ 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:
Bachelor's Degree
Combined experience/education as substitute for minimum education

**Minimum Experience:**

1 Year

**Minimum Field of Expertise:**

Clinical laboratory experience.

**Skills: Administrative:**

- Answer telephones
- Assemble and organize numerical data
- Gather data
- Input data
- Read handwritten text
- Research information
- Understand and apply policies and procedures

**Skills: Laboratory:**

- Basic Laboratory Safety Techniques
- Blood Borne Pathogen Safety Precautions
- General Laboratory Techniques
- Media Preparation
- Radiological Safety Techniques

**Skills: Machine:**

- Computer Network (Department or School)
- Computer Peripheral Equipment
- Fax
- Microscope
- Personal Computer
- Photocopier

**Supervises: Level:**

May oversee student, temporary and/or casual workers.

**Supervises: Nature of Work:**

Technical

**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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