UNIVERSITY OF SOUTHERN CALIFORNIA

Supervising Clinical Lab Technician

Job Code: 187123

Grade: HE
OT Eligible: No
Comp Approval: 6/10/1994

JOB SUMMARY:
Supervises clinical laboratory technicians. Performs highly specialized testing. Oversees assigned operational and administrative functions of the laboratory.

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
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<tbody>
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<td>______</td>
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<tr>
<td>Supervises subordinate technicians, maintains work schedules, verifies accuracy and quality of work, trains and disciplines, as required.</td>
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<td>Prepares human specimens for testing.</td>
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<tr>
<td>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.</td>
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<td>Functions as liaison between the University laboratory and external labs that are under contract to perform tests not provided on site.</td>
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<td>Maintains detailed records of specimens received, tests performed, results, data, etc.</td>
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<td>Prepares billing information for the administrative office.</td>
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<td>Maintains sufficient inventory supplies and ensures that solutions, reagents, etc., are used prior to expiration dates.</td>
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<td>May have limited patient contact to obtain specimens.</td>
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<td>Inspects laboratory equipment and makes minor repairs.</td>
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<td>Develops and implements laboratory safety programs. Ensures compliance with infection control procedures. 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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*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:
  Experience in a clinical laboratory setting.

Preferred Education:
  Master's Degree

Skills: Other:
  Analysis
  Communication -- written and oral skills
  Interpretation of policies/analyses/trends/etc.
  Knowledge of applicable laws/policies/principles/etc.
  Organization
  Problem identification and resolution
  Project management
  Scheduling
  Staff development
  Supervisory Skills

Skills: Laboratory:
  Basic Laboratory Safety Techniques
  Blood Borne Pathogen Safety Precautions
  General Laboratory Techniques
  Maintenance of Lab Notebook
  Media Preparation
  Radiological Safety Techniques

Skills: Machine:
  Computer Network (Department or School)
  Computer Peripheral Equipment
  Microscope
  Personal Computer

Supervises: Level:
  Supervises employees and student workers

Supervises: Nature of Work:
  Technical

SIGNATURES:

Employee: ___________________________  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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