Tests clinical laboratory specimens according to laboratory policies and procedures. Assures that all quality control criteria have been met prior to reporting of test results. Assists in administering quality control program. Supervises laboratory personnel.

**JOB ACCOUNTABILITIES:**

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>_______</td>
<td>______</td>
<td>Oversees technical operation of one or more specialties within a clinical laboratory. Distributes patient work and supervises laboratory personnel for a specific shift.</td>
</tr>
<tr>
<td>_______</td>
<td>______</td>
<td>Performs venipuncture or skin puncture for the purpose of procuring blood for testing.</td>
</tr>
<tr>
<td>_______</td>
<td>______</td>
<td>Performs test procedures on patient specimens. Reads test results, examines and interprets outcome to identify abnormalities. Utilizes techniques that adhere to departmental safety and quality control policies. Follows established procedures.</td>
</tr>
<tr>
<td>_______</td>
<td>______</td>
<td>Performs advanced procedures requiring independent decision making.</td>
</tr>
<tr>
<td>_______</td>
<td>______</td>
<td>Records quality control data incorporated with patient testing. Performs recommended steps to correct any extraordinary or unusual conditions according to departmental guidelines. Interacts with medical staff at referring facilities to report test results.</td>
</tr>
<tr>
<td>_______</td>
<td>______</td>
<td>Assists in administering quality control program for procedures, equipment and personnel as directed. Reviews all reports from area of responsibility for completeness and accuracy. Monitors inventories and reports supply needs to supervisor. Makes equipment recommendations to lab supervisor or manager.</td>
</tr>
<tr>
<td>_______</td>
<td>______</td>
<td>Assists with maintaining operating expenses within budgeted guidelines.</td>
</tr>
<tr>
<td>_______</td>
<td>______</td>
<td>Performs simple maintenance and adjustment of equipment. Makes up more difficult reagents.</td>
</tr>
<tr>
<td>_______</td>
<td>______</td>
<td>Participates in in-service education programs and professional associations.</td>
</tr>
<tr>
<td>_______</td>
<td>______</td>
<td>Maintains a safe environment in accordance with standards, policies and safety regulations. Ensures compliance with infection control policies. Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.</td>
</tr>
</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
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:
Clinical laboratory technologist license. Bachelor's degree in biological science fuels. Working knowledge of hematologic, biochemic, serological and microbiologic tests with a specialization in one or more area.

Skills: Administrative:
Assemble and organize numerical data
Balance figures
Gather data
Input data
Maintain filing systems
Prioritize different projects
Read handwritten text
Research information

Skills: Other:
Assessment/evaluation
Budget control
Communication -- written and oral skills
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Problem identification and resolution
Scheduling
Supervisory skills

Skills: Laboratory:
Advanced laboratory safety techniques
Basic laboratory safety techniques
Blood borne pathogen safety precautions
General laboratory techniques
Maintenance of lab notebook
Media preparation
Radiological safety techniques
Tissue culture

Skills: Machine/Equipment:
- Calculator
- Centrifuge
- Computer network (department or school)
- Computer peripheral equipment
- Personal computer

Supervises: Level:
Supervises employees and/or student workers.

Supervises: Nature of Work:
- Professional/Paraprofessional
- 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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