UNIVERSITY OF SOUTHERN CALIFORNIA

Supervising Clinical Laboratory Scientist

Job Code: 187135

Grade: 00

OT Eligible: No

Comp Approval: 12/4/2013

JOB SUMMARY:

Trains and supervises technical laboratory staff. Maintains and "troubleshoots" instruments. Oversees quality control program. Ensures compliance with Clinical Laboratory Improvement Amendment (CLIA) and other College of American Pathologists (CAP) regulations and other pertinent rules.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

_____ _____ Supervises technical and professional laboratory personnel. Ensures that tests are completed and documented according to schedule. Documents test procedures and reports problems or discrepancies to senior laboratory management. Acts in the absence of the Laboratory Manager.

_____ _____ Assists in the coordination of assays, training programs and developmental and research work. Acts as liaison between the administrative and technical sides of the laboratory. Communicates daily with the Laboratory Manager.

_____ _____ Trains new technical personnel in procedures associated with laboratory tests. Trains current personnel in new test methodology. Ensures that documentation for procedures is current and that assays are performed according to established procedures. Maintains currency with principles and theory of all laboratory test procedures.

_____ _____ Observes standard operating procedures and adherence to quality control rules and regulations. Ensures compliance with Clinical Laboratory Improvement Amendment (CLIA) and College of American Pathologists (CAP) regulations and other pertinent rules. Maintains a safe environment in accordance with standards, policies and safety relations. Ensures compliance with infection control policies.

_____ _____ Monitors and maintains adequate inventory of reagents, kits, controls and instrument parts. Oversees disposition of hazardous (e.g. radioactive, biological) and non-hazardous waste in accordance with established safety procedures.

_____ _____ Oversees maintenance, repair and calibration of all computers and laboratory instruments.

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
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:**
- 5 years

**Minimum Field of Expertise:**

**Preferred Education:**
- Master's degree

**Preferred Experience:**
- 7 years

**Skills: Other:**
- Assessment/evaluation
- Budget control
- Budget development
- Counseling
- Creative writing and editing
- Development/fundraising
- Knowledge of applicable laws/policies/principles/etc.
- Mediation
- Networking
- Project management
- Public relations
- Supervisory skills

**Skills: Laboratory:**
- Blood borne pathogen safety precautions
- General laboratory techniques
- Maintenance of lab notebook
- Media preparation
- Radiological safety techniques

**Skills: Machine/Equipment:**
Computers

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