



USC University of
Southern California

Supervising Clinical Laboratory Scientist Job Description

JOB INFORMATION

<i>Job Code:</i>	187135
<i>Job Title:</i>	Supervising Clinical Laboratory Scientist
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Clinical Laboratory Technology
<i>Job Family Group:</i>	Research and Clinical Support
<i>Management Level:</i>	6 Supervisor

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} regu

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
X		Bachelor's degree	Biological Science
	X	Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		5 years	
	X	7 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Supervisory level clinical laboratory experience.
X		Working knowledge of hematologic, biochemical, serologic and microbiologic tests.
X		Knowledgeable of maintenance, repair and calibration of laboratory equipment, instruments and computers.

Licenses

Req	Pref	License(s)
X		State of California Clinical Laboratory Technologist License

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Supervises technical and professional laboratory staff. 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 staff 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.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.