



USC University of
Southern California

Clinical Lab Assistant Job Description

JOB INFORMATION

Job Code:	187111
Job Title:	Clinical Lab Assistant
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	Clinical Laboratory Technology
Job Family Group:	Research and Clinical Support
Management Level:	7 Individual Contributor

JOB SUMMARY

Assists in performance of clinical laboratory functions. Processes specimens for testing according to established procedures. Assures integrity of specimens and confidentiality of results. Performs laboratory tests under direct supervision.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Related undergraduate study	

Additional Education

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

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		<1 year	

Additional Work Experience

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

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience as a laboratory assistant in a clinical lab.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Prepares simple and complex reagents or media under direct supervision.				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Receives, accessions and triages medical patient serum and other biological specimens.				
Oversees or maintains files and records of laboratory test results in accordance with state and federal requirements.				
Monitors incoming phone inquiries and requests. Routes incoming mail and prepares outgoing materials for mailing, including physician copies of report.				
Identifies and separates specimens to be referred to outside laboratories or analyzed by laboratory. Maintains records of referred specimens.				
Distributes specimens to lab section racks in freezer, refrigerator and at room temperature.				
Prepares and batches charges to be forwarded to billing office. Maintains records of batches.				
Assists with the logging of technical work performed and completed in laboratory as directed. Inputs final or preliminary results into computer.				
Performs venipuncture and skin puncture to procure blood for laboratory testing.				
Assists with typing, filing, copying and collating as assigned.				
Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
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/			No

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.