



Clinical Laboratory Scientist, Lead Job Description

JOB INFORMATION

Job Code:	187131
Job Title:	Clinical Laboratory Scientist, Lead
FLSA Status:	Non-Exempt
Supervisory:	Supervises employees and/or student workers.
Job Family:	Clinical Laboratory Technology
Job Family Group:	Research and Clinical Support
Management Level:	7 Individual Contributor

JOB SUMMARY

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 staff.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	Biological Science

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		3 years	

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		Working knowledge of hematologic, biochemic, serological and microbiologic tests with a specialization in one or more area.

Licenses

Req	Pref	License(s)
X		Clinical laboratory technologist license.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Oversees technical operation of one or more specialties within a clinical laboratory. Distributes patient work and supervises laboratory personnel for a specific shift.				
Performs venipuncture or skin puncture for the purpose of procuring blood for testing.				
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.				
Performs advanced procedures requiring independent decision making.				
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.				
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.				
Assists with maintaining operating expenses within budgeted guidelines.				
Performs simple maintenance and adjustment of equipment. Makes up more difficult reagents.				
Participates in in-service education programs and professional associations.				
Maintains a safe environment in accordance with standards, policies and safety regulations. Ensures compliance with infection control policies.				

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.