

Job Family	Clinical Laboratory Services	Job Summary	Involves testing on clinical specimens for information about the health of a patient, for the diagnosis, treatment, and prevention of disease. Disciplines include chemistry, blood banking, hematology, microbiology, immunology, cytology, histology, pathology and cytogenetics. May include highly technical sub- specialty areas such as enzyme assay, steroid assay, radioimmunoassay, toxicology, electrophoresis, rheumatology, tissue typing, and virology.
Job Function	Clinical Laboratory Management		
Category	Supervisory & Management		

Job Level	Supervisor 1	Supervisor 2
Job Title		Clinical Laboratory Supv 2
Job Code		6569
Tracking Code		A1020
Personnel Program		MSP
FLSA		Exempt
Generic Scope		Provides direct supervision typically to professionals or skilled technical employees. Functions as advisor to unit and administration. Analyzes and resolves problems, interprets policies (e.g., fiscal management, HR, contracts and grants, resource management in defined areas) and demonstrates solid subject matter knowledge. Exercises judgment within defined procedures and policies to determine appropriate action. Supervises staff to assure accountability and stewardship of department resources (operational, financial, and human) in compliance with departmental goals and objectives.
Custom Scope		Supervises employees in highly technical sub-specialty area. Directly oversees all the technical operations of the laboratory, enforcing standard operating procedures and research methods. Responsible for laboratory meeting quality assurance standards.
Key Resp 01		Directly supervises assigned staff performing highly technical sub-specialty operations. Monitors laboratory staff to ensure they follow standard operating procedures. Oversees laboratory tests to ensure the laboratory achieves quality results.
Key Resp 02		Maintains updated highly technical sub-specialty clinical policies and procedures manual. Monitors compliance with sub-specialty processes so the laboratory meets all clinical requirements and health, environmental and safety regulations.
Key Resp 03		Under the direction of Laboratory Management, implements innovations in research methods and processes and new state of the art technologies. Implements quality assurance systems and responsible for the lab's performance improvement.
Key Resp 04		Oversees the clinical applications in the laboratory information system. Verifies data is accurate by performing routine checks using queries, visual review and other appropriate means. Stores and disseminates technical data. Organizes clinical records and documents generated by laboratory

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		operations, maintaining all necessary testing records.
Key Resp 05		Assists and provides input to the laboratory budget and pricing of services. Conducts short and long range budget planning. Ensures proper care and maintenance of equipment is conducted and documented. Ensures the laboratory has appropriate resources, supplies, equipment, specimens, and staff to meet 24-7 coverage.
Key Resp 06		Serves as the laboratory primary point of contact for clinics, physicians, health care providers, and other staff with questions or concerns regarding the lab. Represents the laboratory in its clinical interactions with other departments at the medical center and University.
Key Resp 07		Seen as a reliable resource for any clinical laboratory related questions or concerns. Acts as advisor to management on ways to improve research methods, processes, technology and quality systems.
Key Resp 08		Participates in recruiting and conducts new employee orientation. Evaluates performance and competency and defines development goals. Recommends changes in staffing and budget to ensure the efficient operation of the laboratory. Serves as a role model for assigned staff.
Key Resp 09		Assists in teaching clinical theory and skills to staff to ensure continued competency for staff. Mentors professionals learning new clinical laboratory techniques in a highly technical sub-specialty area.
Key Resp 10		Serves as site administrator for external information systems such as state or national databases needed by the laboratory. Validates accuracy of laboratory data added. Designs reports that present laboratory results for requesting entities such as clinicians and internal and external activities applying the laboratory's data.
Key Resp 11		
Key Resp 12		
Key Resp 13		
Key Resp 14		
Key Resp 15		
Education 1		Bachelor's degree in related area and / or equivalent experience / training.
Education 2		
Education 3		
Education 4		

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License 1		California Clinical Laboratory Scientist License.
License 2		Licensure in specialty area preferred.
License 3		
License 4		
Cert 1		
Cert 2		
Cert 3		
Cert 4		
Spec Cond 1		
Spec Cond 2		
Spec Cond 3		
Spec Cond 4		
KSA 01		Maintains current knowledge of laboratory concepts, new methodologies and advances in the field of specimen processing, automation, and procedures. Ability to apply principles in a clinical laboratory setting.
KSA 02		Knowledge of Clinical Laboratory, medical center, HR and UC policies and processes. Thorough knowledge of all relevant sub-specialty area industry, health and safety, federal, and state regulations.
KSA 03		Ability to organize assigned staff and laboratory operations in an efficient and effective manner. Highly developed personal organizational skills. Knowledge of quality assurance methods and ability to apply principles to design quality systems.
KSA 04		Proven ability to multi-task and reliably manage multiple projects through from inception to completion on schedule in a complex, challenging environment. Flexibility to adjust to constantly changing priorities.
KSA 05		Verbal and written communication skills to explain technical clinical specialty concepts, actively listen, persuade, advise, and counsel.
KSA 06		Ability to use laboratory's application programs. Skills to perform data checks using queries, visual review and other appropriate means to verify data accuracy.
KSA 07		Skills to evaluate issues and identify solutions within defined procedures and policies. Demonstrated ability to solve problems and suggest solutions through critical thinking process.
KSA 08		Interpersonal skills to independently convey information with authority,

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		handle highly sensitive matters and interact with high level contacts from other organizations.
KSA 09		
KSA 10		
KSA 11		
KSA 12		
KSA 13		
KSA 14		
KSA 15		
Environment		Health care (hospital, clinical, classroom setting or similar environment as the role requires).
Career Path 1		Clinical Laboratory Mgr 1
Career Path 2		
Career Path 3		
Career Path 4		
Career Path 5		
Career Path 6		