State Hygienic Laboratory
Newborn Screening
Newborn Screening Daytime Supervisor

University Classification: Clinical Lab Supervisor
Job Code: PHA3  Pay Level: 5A
Position #: 00041075  Org/Dept/Sub-dept #: 90-9050
Position Reports to: Stan Berberich  Name 00016908

Position Specific Summary:
The University of Iowa is seeking a Supervisor for the Newborn Screening (NBS) Laboratory, located at the Branch Laboratory of The State Hygienic Laboratory, in Ankeny Iowa. This is a CLIA certified laboratory. Under minimal supervision the Newborn Screening Daytime Supervisor, will oversee the planning, implementation, coordination, monitoring and evaluation of resources and activities of the NBS. This position directs the daily operations of the unit, provides direct supervision to lab staff, and oversees quality control and quality assurance to meet CLIA standards. This role will be required to work occasional weekends and holidays.

Key Areas of Responsibilities and Specific Job Tasks

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<th>Classification</th>
<th>Specific Job Duties and Tasks</th>
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| Technical Laboratory Capability | • Apply extensive knowledge of standard laboratory principles, practices, concepts and theories.  
• Supervise the clinical laboratory testing and coordinate staff development and training.  
• Coordinate and approve modification and adaptations to established methods.  
• Monitor testing processes for accuracy and timeliness.  
• Directs, reviews, and monitors testing, logistics, and quality assurance activities.  
• Directs the daily operations of NBS specimen logistics and critical testing services to screen infants for early detection of a select panel of congenital and inherited and to maintain continuous processing of specimens received from four State Newborn Screening Programs in a 7-day workweek testing schedule.  
• Assays: Coordinate the performance and documentation of laboratory activities for the technical development, validation, performance and troubleshooting of laboratory assays (both laboratory-developed tests as well as kit assays) used in the screening procedures |
| Instrumentation and Technology | • Supervise daily operation and maintenance of laboratory instruments and equipment, including training, in depth troubleshooting, and calibration.  
• Assess instrument and equipment needs for area.  
• Recommend new and existing equipment and instruments for area.  
• Coordinates maintenance, troubleshooting and calibrating laboratory instrumentation.  
• Instrumentation: coordinate laboratory activities for validation, troubleshooting the performance of and management of instrumentation used in the screening procedures.  
• Laboratory Information Management System (LIMS): Assist management in laboratory activities for validation, troubleshooting and monitoring of the instrumentation relationships with LIMS. |
| Data Analysis, Reporting and Documentation | • Supervise documentation and review routine and complex data analysis, procedures, results and reports.  
• Release routine and complex data; interpret and report results. |
### Quality Control / Quality Assurance / Quality Improvement/Quality Assessment

- Coordinate and assume responsibility for an effective quality control and quality assurance program for the unit.
- Supervise corrective action process for area.
- Promote a quality system culture.
- Develops and directs the NBS Quality Assurance (QA) Plan to assure submitted specimens are tested and quality testing results are reported in a timely manner.
- Reviews, monitors, and evaluates QA activities and documentation to ensure compliance with CLIA regulations and other standards and to identify, review, and improve areas needing improvement.
- Identify and implement technology solutions to improve quality workflow using the program's laboratory information management system.
- Coordinate data analysis to identify outcomes of screening and conduct research based on the outcomes of data analysis.

### Outreach and Communication

- Communicate detailed information and result interpretation with external and internal partners.
- Interpret test results and discuss clinical significance of multiple tests related to a diagnosis for physicians and epidemiologists and recommend further testing when indicated.
- Coordinate presentations for various technical and non-technical groups.
- Direct outreach activities. Recommend testing strategies.
- Performs and provides direction, guidance, and assistance to customer services activities.
- Effectively communicates with management and staff at all levels in the Laboratory.
- Consults with medical and public health professionals regarding specimen criteria, test results and their interpretation.
- Interacts with Clinical Care Coordination and consulting physicians to review and optimize the performance of newborn screening tests.
- Trains staff to be customer-oriented through their words and deeds.
- Represents the Newborn Screening Section at meetings, conferences, seminars and committees and may present data at local and national meetings.
- Actively participates and/or serves in a supporting role to meet the agency's obligations for disaster response and/or recovery or Continuity of Operations (COOP) activation. Such participation may require an alternate shift pattern assignment and/or location. Assures that contingency plans for testing are adequate.
- Communicate technical information verbally and in writing

### Compliance / Administration

- Implement rules, regulations and standards necessary to maintain compliance with regulatory agencies.
- Providing SOP training to staff.
- Develops goals, oversees implementation, and manages resources.
- Conducts strategic planning activities to attain Group's short-term and long-term goals and objectives.
### Leadership
- Assures cost effective testing methods and efficient workflow by overseeing and facilitating development and implementation of new analytical procedures, techniques, and policies.
- Maintains technical knowledge and proficiency through study of peer-review journals and attendance at scientific meeting.
- • Hire, develop and manage the performance of staff; assure staff are compliant with UI policies and procedures.
- • Attends work on a regular and predictable schedule in accordance with organization leave policy and performs other duties as assigned.
- • Performs and directs personnel management of the Section, including employee performance evaluations, concerns about policy, work scheduling, and safety in their work environment.
- • Supervises personnel activities and training through monitoring, coaching and evaluating.
- • Directs work assignments and all personnel functions to meet work requirements.
- • Maintains frequent and effective communication to update employees on laboratory progress and current issues.
- • Encourages employees to participate in training courses to promote their professional growth.
- • Maintains a positive, strong, credible, and professional relationship with all internal and external parties relevant to the successful fulfillment of the laboratory's mission.

### Financial Responsibility
- Assist in budget development and provide projections and recommendations.
- Prepares and manages purchasing, maintenance contracts, and the development of a Section budget and Capital Equipment Procurement Plan.
- Ensures purchases, delivery, and inventory for adequate supplies are made to meet testing needs.
- Coordinates recommendations for staffing and instrumentation needs.

Other duties as assigned.

### Universal Competencies

| Collaboration/Positive Impact | Ability to work with a variety of individuals and groups in a constructive and civil manner and utilize existing resources and learning to achieve or exceed desired outcomes of current and future organizational goals/needs. |
| Diversity, Equity and Inclusion | Ability to work with a variety of individuals and groups in a constructive and respectful manner while appreciating the unique contribution of an inclusive workforce that brings together the talents of people across multiple identities, including: race, creed, color, religion, national origins, age, sex, pregnancy, disability, veteran or military status, sexual orientation, gender identity, or associational preferences. |
| Service Excellence/Customer Focus | Ability to meet or exceed customer service needs and expectations and provide excellent service in a direct or indirect manner. Ability to effectively transmit and interpret information through appropriate communication with internal and external customers. |

### Technical Competencies

| Clinical Laboratory Testing (Extensive) | • Supervises clinical specimen collection and processing for various test requests. • Trains others on the appropriate operation of medical laboratory equipment. • Oversees the testing/examination of clinical specimens per physicians' requests. • Evaluates the accuracy of results obtained from clinical laboratory tests. • Recommends solutions to improve existing procedures of clinical laboratory tests. |

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**UNIVERSITY OF IOWA**

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• Directs relevant policy and ethics compliance for all clinical laboratory tests.

**Laboratory Equipment Operation**  
(Extensive)

| • Operates and calibrates equipment in diverse laboratory environments.  
| • Advises on diagnosing and resolving laboratory equipment malfunctions.  
| • Oversees laboratory equipment quality recordkeeping.  
| • Establishes risk-based criteria to evaluate laboratory equipment performance.  
| • Establishes laboratory emergency response protocols and their rationale.  
| • Supervises the safe purging of waste from laboratory equipment. |

**Laboratory Practice Quality Assurance (LPQA)**  
(Extensive)

| • Oversees and prepares contingency plans for potential problems in standard LPQA procedures.  
| • Designs data auditing criteria to evaluate the validity of collected data.  
| • Directs the selection of LPQA techniques in complex laboratory environments.  
| • Optimizes key stages (e.g. analytical stage) in the LPQA process to improve efficiency.  
| • Evaluates LPQA precautionary measures; prevents the practice of faulty laboratory processes.  
| • Coordinates interdepartmental and external LPQA procedures. |

**Laboratory Results Reporting**  
(Working)

| • Selects from a variety of LRR technologies, e.g. Electronic Data Interchange (EDI).  
| • Analyzes information exchange related problems (e.g. confidentiality and accuracy) in LRR.  
| • Follows LRR policies and ethics, e.g. Health Insurance Portability and Accountability Act (HIPAA).  
| • Explains how LRR supports the interoperability between health records and laboratory systems.  
| • Creates secure access to laboratory results and their interpretations in a patient-focused manner. |

As part of performing the key areas of responsibility and competencies described above, staff members are expected to meet reasonable standards of work quality and quantity, as well as expectations for attendance established by their supervisor. Staff members are also expected to comply with policies governing employee responsibilities and conduct, including those contained in the [University Operations Manual](#).

**Proficiency levels are defined as:**

**Basic Application** - Uses basic understanding of the field to perform job duties; may need some guidance on job duties; applies learning to recommend options to address unusual situations.

**Working Experience** - Successfully completes diverse tasks of the job; applies and enhances knowledge and skill in both usual and unusual issues; needs minimal guidance in addressing unusual situations.

**Extensive Experience** - Performs without assistance; recognized as a resource to others; able to translate complex nuances to others; able to improve processes; focus on broad issues.

**Expert/Leader** - Seen as an expert and/or leader; guides, troubleshoots; has strategic focus; applies knowledge and skill across or in leading multiple projects/orgs; demonstrates knowledge of trends in field; leads in developing new processes.

**Position Qualifications**

| Education or Equivalency Required | Master's degree in a chemical, physical, biological or clinical laboratory science or medical technology from an accredited institution with at least two years of laboratory experience in high complexity testing. |
| Required Qualification | • In accordance with CLIA regulations, an official or copy of an official, transcript will be required prior to an offer of employment. (Applicants with degrees from foreign institutions must have the transcripts evaluated by a member of the National Association of Credential Evaluation Services [http://www.naces.org/](http://www.naces.org/) and the applicant is responsible for all costs associated with that evaluation). |
• Typically, 3 years newborn screening, or clinical chemistry, laboratory experience.
• Demonstrate excellent communication, interpersonal, and relationship management skills.
• Demonstrate at least 1 year direct supervision of professional staff.
• Demonstrate high proficiency with Microsoft Office software.
• Demonstrate knowledge of, qualitative and quantitative analytical chemistry; quality assurance programs; enzymatic assays; method validation; mathematical functions and ratios; laboratory safety and handling of chemicals, biological samples and laboratory equipment; newborn screening blood collection techniques and precautions; Federal CLIA, OSHA and state governmental standards and regulations.

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<td>• Experience in performing analytical troubleshooting, root cause analysis, and implementation of corrective actions to improve test procedures and instrument functionality.</td>
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<td>• Experience with analyzing and interpreting HPLC data, isoelectric focusing, mass spectrometry or DNA sequencing technologies.</td>
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<td>• Preference will also be given to individuals with management experience working in a newborn screening clinical laboratory and possessing knowledge of newborn screening assays and instrumentation.</td>
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See requisition # 19004342 at [https://jobs.uiowa.edu](https://jobs.uiowa.edu)

Applicable background checks will be conducted.

The University of Iowa is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, national origin, age, sex, pregnancy, sexual orientation, gender identity, genetic information, religion, associational preference, status as a qualified individual with a disability, or status as a protected veteran.