State Hygienic Laboratory
Diagnostic and Clinical Division
Clinical Lab Technical Specialist

University Classification: Clinical Lab Technical Specialist
Job Code: PHA2 Pay Level: 4A
Position #: 00254856 Org/Dept/Sub-dept #: 90-9050
Position Reports to: Jaye Boman Name 00012951

Position Specific Summary:
Provide information as a component of achieving overall health for the general public by performing clinical laboratory tests for diagnosis, treatment, research, surveillance or prevention of disease. Respond to emerging public health threats, outbreaks and epidemics. Actively engage in translational research to improve testing services. Inform and educate the public health community regarding laboratory science and facilitate the sentinel laboratory system.

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/ and the applicant is responsible for all costs associated with that evaluation).

Location: Coralville, IA
Modality: On-site

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 clinical laboratory testing using standard laboratory principles, practices, concepts, and theories, providing for sound independent work and ability to train others.  
• Modify or adapt established methods, procedures, or techniques to resolve difficult or complex problems.  
• Design strategies to validate new tests and revised procedures and implement processes to perform testing.  
• Send samples to CDC (Atlanta and Fort Collins) for testing on variety of serum samples.  
• Process samples that arrive from outside labs to reduce potential for laboratory errors: Ensure sample integrity, check for missing/incorrect data on submission forms, “quick enter” required tests, remove clots/fibrin strands, re-centrifuge samples as needed, adjust labels that obscure view of sample. Use proper storage of samples before and after testing.  
• Ensures that the SOP matches the instructions for use from the manufacturer.  
• Notify supervisor of observed issues with lab results and quality control. |
| **Instrumentation and Technology** | • Apply extensive understanding of principles of techniques and instrumentation.  
• Perform daily operation and direct more complex maintenance, training, troubleshooting and calibration of laboratory instruments and equipment.  
• Performs daily/weekly/monthly maintenance on Diasorin. Cobas C111, Bio-Rad Geenius Reader and Beckman Dxl 800.  
• Troubleshoot equipment when errors happen and contact appropriate technical support when needed.  
• May recommend new and existing equipment and instruments for area.  
• Assist with monitoring reagent expiration dates and inventory. |
| Data Analysis, Reporting and Documentation | Perform CLIA regulated documentation of all patient and QC testing using manual worksheet and Laboratory Information system.  
| | Document and review routine and complex data analysis, procedures, results, and reports.  
| | Review results and analyze quality control; release routine and may release complex data; interpret and report results.  
| | Write new and review existing standard operating procedures.  
| | Write validations studies using SHL validation/verification template.  
| | Perform validation studies on new tests and testing equipment. |
| Quality Control/Quality Assurance/Quality Improvement/Quality Assessment | Promote quality control and quality assurance procedures in accordance with established policies.  
| | Analyze quality control data over time.  
| | Troubleshoot quality control issues.  
| | Serve as a resource and facilitate staff in analyzing problems and preparing documents.  
| | Initiate corrective actions. |
| Outreach and Communication | Serve as an expert, providing authoritative advice for tests requiring special knowledge. Interpret test results for physicians and epidemiologists and recommend further testing when indicated. Create and deliver presentations. |
| Compliance / Administration | Adhere to rules, regulations, and standards necessary to maintain compliance with regulatory agencies. |
| Leadership | Provide direction, assignments, feedback, coaching and counseling to assure outcomes are achieved. |
| Human Resources | Provide input on HR activities such as recruitment and promotion. |
| Financial Responsibility | Maintain proper inventory and ensure requests for supplies are made within appropriate time frame to prevent any delays in testing Suggest cost saving measures.  
| | Participate in test costing and other budget-related work as requested. |

**Universal Competencies**

| Collaboration/Positive Impact (Extensive) | Ensures time, resources, energy, learning opportunities, and actions are focused on priorities important to the changing workplace.  
| | Identifies and resolves disagreements/conflicts in early stages.  
| | Promotes a safe, fair, respectful environment in which concerns can be addressed effectively.  
| | Recommends changes to work practices and policies to achieve desired outcomes. |
| Welcoming and Respectful Environment (Extensive) | Promotes a workplace environment where people of all backgrounds and perspectives feel welcomed and appreciated, where every individual is empowered to make a positive impact, and in which workplace concerns are addressed effectively.  
| | Identifies unit policies and practices that could have a disparate impact based on protected classifications as defined by federal and/or state law.  
| | Recommends policies and practices to advance a welcoming and respectful workplace environment as described above.  
| | Forms respectful relationships with individuals and organizations representing various constituencies, and seeks regular input to better understand potential issues and to enhance recruitment and retention efforts.  
| | Supports implementation of unit strategic plans related to a welcoming and respectful workplace environment.  
| | Engages in on-going self-reflection and continues to advance one’s own knowledge and skills related to fostering a welcoming and respectful workplace environment. |
• Recognizes and addresses disrespectful or non-welcoming behavior in one’s unit/department.

**Service Excellence/Customer Focus (Extensive)**
• Participates in developing a variety of effective ways to deal with service challenges.
• Models service delivery and coaches others to deliver excellent service in a variety of settings.
• Communicates well with direct reports, peers, leadership and external constituents.
• Utilizes various methods for information sharing and information gathering. Modifies processes to enhance service.

**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.
• 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) (Working)**
• Examines laboratory sample collection, handling and analyzation procedures.
• Operates quality testing equipment and verifies collected data.
• Adheres to related guidelines, regulations, standards and safety procedures in the LPQA process.
• Handles actual or potential problems that affect the analytical results of an LPQA program.
• Assesses laboratory equipment calibration and maintenance at various LPQA stages.

**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.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

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**

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<th>Education or Equivalency Required</th>
<th>A Bachelor degree in Biology, Chemistry or Clinical laboratory Science or related field or an equivalent combination of education and experience is required.</th>
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| Required Qualification            | • Relevant laboratory experience, typically 2 years, that demonstrates a clear understanding of the clinical laboratory environment.  

• Experience in diagnostic clinical laboratory testing.  

• Excellent written and verbal communication skills, including excellent attention to details. |
| Highly Desirable Qualification    | • Certification as an MLS or MLT by ASCP or AMT highly desirable.  

• Previous experience in public health laboratory.  

• Previous experience in a Clinical testing laboratory. |
| Desirable Qualification           | • Working experience with QA/QC, lab safety and window-based computer operations.  

• Working experience in a high-volume, fast paced clinical lab environment. |

See requisition # 24001498 at 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, religion, national origin, age, sex, pregnancy (including childbirth and related conditions), disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, or associational preferences.