Position Specific Summary:
The State Hygienic Laboratory (Iowa’s Environmental and Public Health Laboratory), at the University of Iowa, has an exciting full-time opportunity for a newborn screening laboratory lead analyst in the Ankeny, IA facility. The primary function of the position is to oversee routine testing and perform biochemical and genetic testing on blood specimens collected from newborns for detection of inherited disorders.

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).

Work Schedule: Monday – Friday 7am – 3:30pm with rotating weekends and Holidays.
Work Modality: On-site
Work Location: Ankeny, Iowa

Key Areas of Responsibilities and Specific Job Tasks

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<tr>
<th>Classification</th>
<th>Specific Job Duties and Tasks</th>
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<tr>
<td>Technical Laboratory Capability</td>
<td>• Meet CLIA qualifications for High Complexity testing.</td>
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<td>• Apply extensive knowledge of clinical laboratory testing, using standard laboratory principles, practices, concepts, and theories, providing for independent work and ability to train others.</td>
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<td>• Modify or adapt established methods, procedures, or techniques to resolve difficult or complex problems.</td>
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<td>• Design strategies to validate new tests and revised procedures and implement processes to perform testing.</td>
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<td>Instrumentation and Technology</td>
<td>• Apply extensive understanding of principles of techniques and instrumentation.</td>
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<td>• Perform complex or non-routine troubleshooting of various instruments. Consult with external service engineers to return equipment to routine use.</td>
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<td>• Perform daily operation and direct more complex maintenance, training, troubleshooting, and calibration of laboratory instruments and equipment.</td>
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<td>• May recommend new and existing equipment and instruments for areas.</td>
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<tr>
<td>Data Analysis, Reporting and Documentation</td>
<td>• 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.</td>
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<td>• Write new standard operating procedures and review existing ones.</td>
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<td>• Assist in the preparation of test validation studies.</td>
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<tr>
<td>Quality Control / Quality Assurance / Quality Improvement / Quality Assessment</td>
<td>• Promote quality control and quality assurance procedures in accordance with established policies.</td>
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<td>• Analyze quality control data over time. Serve as a resource and facilitate staff in analyzing problems and preparing documents.</td>
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<td>• Document non-conforming events and corrective actions per SHL’s protocols.</td>
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### 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.
- Respond to questions from internal and external partners pertaining to NBS test results on an as needed basis. Communicate with instrument vendors and service engineers as needed.

### Compliance/ Administration
- Adhere to rules, regulations, and standards necessary to maintain compliance with regulatory agencies.
- CLIA technical supervisor and evaluates demonstration of competency documents.

### Leadership
- Provide direction, assignments, feedback, coaching, and counseling to assure outcomes are achieved.
- Establish routine processes that assure outcomes are achieved.

### Human Resources
- Provide input on HR activities as requested.

### Financial Responsibility
- Contribute to budget development when requested.
- Track reagent and consumable needs for assigned methods. Investigate purchase options, and make recommendations to NBS Supervisor.
- Maintain adequate reagent and consumable inventory to ensure newborn screening testing is uninterrupted while also considering facility storage limitations.

### 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.

#### 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.

#### Welcoming and Respectful Environment
- Ability to foster a welcoming and respectful workplace environment while recognizing personal differences. Ability to work with a variety of individuals and groups in a constructive and respectful manner while appreciating the importance of a workforce that benefits from the talents of all people across multiple characteristics, including: 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.

### 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 analysis 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 particular 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

**Education or Equivalency Required**

Bachelor’s degree in Chemistry, Biochemistry, Biology, Genetics, or other related field, or an equivalent combination of education and experience.

**Required Qualification**

- Four years related public health laboratory experience.
- Excellent communication, interpersonal, and relationship management skills.
- Extensive critical thinking skills.
- Demonstrated ability to handle competing priorities.

### Highly Desirable Qualification
- One year related Newborn Screening (NBS) laboratory experience.
- ASCP certification.

### Desirable Qualification
- Advanced experience with immunoassay, mass spectrometry, and molecular biology techniques and assays.
- Quality Assurance and Quality Control (QA/QC) experience.

See requisition #24003445 at [https://jobs.uiowa.edu](https://jobs.uiowa.edu)
Applicable background checks will be conducted.

The University of Iowa prohibits discrimination in employment, educational programs, and activities 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. The university also affirms its commitment to providing equal opportunities and equal access to university facilities. For additional information on nondiscrimination policies, contact the Senior Director, [Office of Civil Rights Compliance](mailto:daod-ocrc@uiowa.edu), the University of Iowa, 202 Jessup Hall, Iowa City, IA 52242-1316, 319-335-0705, daod-ocrc@uiowa.edu.