(PD-606) Clinical Laboratory Scientist II (10/12)

POSITION INFORMATION

*Internal Team:* SL-CH&W-Health Services-141100

*Job Code/Employee Classification:* Clinical Lab Scientist II

MPP Job Code: Clinical Lab Scientist II

Position Number: Position no: SL-00011415

*CSU Working Title:* Clinical Laboratory Scientist II (10/12)

Reports To: Medical Director

*Campus:* San Luis Obispo

*Division:* Student Affairs

*College/Program:* Campus Health & Wellbeing

*Department:* CH&W-Health Services - 141100

*FLSA Status:* Non-Exempt

SENSITIVE POSITION

Sensitive Position: Yes

Job Summary/Basic Function:* The purpose of Campus Health & Wellbeing is to help students achieve and maintain academic success and lifelong health and wellbeing by providing timely and appropriate primary and acute health care, disease and injury prevention education, professional mental health, outreach, educational services and campus consultations.

The Clinical Laboratory Scientists' primary responsibility is to perform the pre-analytical, analytical and post-analytical lab testing and is responsible for quality control, equipment maintenance and all reporting and documentation. Duties and testing include receiving patients, performance of phlebotomy, specimen processing, operation of analyzers and microscopic analysis in the areas of hematology, urinalysis, immunology, chemistry and molecular testing, according to established policies and procedures. The laboratory utilizes electronic health record and laboratory information systems for the ordering, receiving, reporting and data retrieval of lab testing performed. Additionally, the position assists in the technical administration of the clinical laboratory as needed.

The role of this position is to perform a variety of clinical laboratory tests, which provide the medical staff with essential data and information for the detection, diagnosis, and treatment of illnesses, diseases, and other conditions found within the university setting.

Minimum Qualifications: Bachelor’s degree in clinical laboratory science or equivalent from an accredited institution or equivalent post-secondary education, training and experience as defined by the California Division of Laboratory Science.

Two years of increasingly responsible and diverse experience as a journey-level Clinical Laboratory Scientist.
**Required Qualifications:**

Possess skills, knowledge, and abilities consistent with State license including those related to phlebotomy and maintain current continuing education. Possess comprehensive and in-depth knowledge of the theories, principles and practices of clinical laboratory science and the use and care of laboratory equipment.

Possess thorough knowledge of the security of patient information stored in computers and analyzers and an understanding of HIPAA regulations.

Demonstrated ability to maintain a high degree of confidentiality.

Working knowledge of the preparation of specimens suitable for making slides and utilization of appropriate stains for microscopic analysis.

Thorough knowledge of various laboratory disciplines, tests and procedures including chemical, physical, microscopic, bacteriological, serological, hematological, immunological, and other related laboratory diagnostic tests.

Thorough knowledge of analyzers, laboratory information systems and electronic medical records used in clinical laboratory settings.

General knowledge of current literature in the clinical laboratory field.

Thorough knowledge of state and federal regulations pertaining to the operation of a clinical laboratory and clinical laboratory quality control procedures, protocols and standards.

Ability to demonstrate competency in the performance of a variety of complex and advanced laboratory analyses and to evaluate information against measurable criteria.

Ability to identify incongruities in test procedures and inconsistencies in reports of test results.

Ability to make a variety of calculations rapidly and accurately.

Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet, Windows applications, as well as online calendaring and email.

Possess good communication skills particularly related to young adults.

Ability to assign and monitor work of phlebotomist and/or Student Assistant per established laboratory procedures.

Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.

**Preferred Qualifications:**

Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.
**Special Conditions:**

- Manual dexterity in laboratory procedures.
- Physical ability to maneuver in the existing clinical laboratory workplace, phlebotomy room, and front office and reception area.
- Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- The person holding this position is considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Must be able to successfully pass a pre-employment background/fingerprint check.
- This position classification has been defined as non-exempt and is subject to overtime provisions of the Fair Labor Standards Act (FLSA).
- This position is paid under the 10/12 pay plan, where salary for 10 months is distributed over 12 months with July and August off (with pay, benefits, and vacation/sick leave accrual continuing through months off).

**License / Certification:**

- Valid California Clinical Laboratory Scientist.
- Basic life support (or higher) cardiopulmonary resuscitation and automated external defibrillator (CPR/AED) certification for Healthcare Providers (by date of hire).

**Mandated Reporter:**

- General - The person holding this position is considered a general mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.

**NCAA:**

- Yes
- No

**Conflict of Interest:**

- None

**Supervises Employees:**

- Yes
- No

---

**Job Duties**
## JOB DUTIES

<table>
<thead>
<tr>
<th>% of time</th>
<th>Duties / Responsibilities</th>
<th>Essential / Marginal</th>
</tr>
</thead>
</table>
| 90        | Perform a variety of moderate and high complexity laboratory tests on blood and other body fluids according to established policies and procedures:  
- Hematology: Operation of automated analyzer to perform complete blood counts; manual differentials; nasal smears; erythrocyte sedimentation rates.  
- Microbiology: Rapid Group A Strep testing; stool WBC; occult blood; gram stains.  
- Urinalysis: Operation of automated analyzer for urine chemistries; microscopic analysis of centrifuged urine sediment.  
- Immunology: Syphilis (RPR) testing; urine pregnancy testing; heterophile antibody testing for mononucleosis.  
- Chemistry: Glucose testing using point of care instrument.  
- Molecular Testing: Operation of an automated analyzer for the detection of Chlamydia and Neisseria gonorrhoeae.  
Use of manual and automated systems for data reporting and maintenance of laboratory records.  
Order and perform quality control, add tests, approve results in the laboratory information system.  
Maintain, calibrate, and operate analyzers and equipment utilizing established procedures following manufacturer’s specifications.  
Receive patients, assuring proper identification and tests ordered.  
Perform phlebotomy using proper technique and adhering to collection policies and procedures to ensure sample integrity while demonstrating an understanding of universal precautions.  
Process specimens for testing and delivery to reference laboratories, following acceptance/rejection criteria and proper storage of such specimens until the courier arrives.  
Maintain the laboratory setting in a clean, safe, and orderly manner.  
Prepare and replenish reagents, solutions, media, and supplies as needed. | Essential |
| 10        | Assign and monitor phlebotomist and student assistant work per established laboratory procedures (when applicable).  
Answer telephone, recover voicemail, distribute reports not available by electronic transmission and receive and store supplies; prepare manifests for courier pickup of specimens to be sent to the reference laboratory.  
Perform other job-related duties and special projects as assigned.  
Attend training and maintain skill currency as appropriate to safely and effectively complete assignments. | Marginal |