

# Classification and Qualification STANDARDS

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## Clinical Laboratory Scientist Series

Class Title	Class Code	Date Revised	FLSA
<i>Clinical Laboratory Scientist I</i>	7927	06-01-2006	<i>Non-Exempt</i>
<i>Clinical Laboratory Scientist II</i>	7926	06-01-2006	<i>Non-Exempt</i>

*Classification Standard Reformatted: 03-01-2014*

### OVERVIEW:

The Clinical Laboratory Scientists Series is comprised of two classifications with progressive responsibility for laboratory administration, and quality control and assurance. Incumbents are licensed professionals who perform a wide variety of clinical laboratory tests providing the medical staff with essential data and information for the prevention, diagnosis, and treatment of illnesses, diseases, and other conditions found within the university setting. Tests include chemical, physical, microscopic, bacteriological, hematological, immunological, and related tests. Incumbents are also responsible for maintaining the laboratory in support of student health center operations.

***Clinical Laboratory Scientist I*** – Incumbents perform a wide variety of clinical laboratory tests, examinations, quality control and assurance. In a smaller and/or less complex clinical laboratory, performs a narrower range of tests and where only one Clinical Laboratory Scientist may be needed, incumbents may also assist in some aspects of laboratory administration. Additionally, incumbents must have access to a physician laboratory director or higher level clinical laboratory scientist for referral of unique, extraordinary, or unexpected test results.

***Clinical Laboratory Scientist II*** – Incumbents are distinguished by broader and higher level responsibility for the technical administration of a student health center clinical laboratory, most often in a larger laboratory characterized by more varied and complex operations with additional staffing requirements and a wider range of tests performed. Incumbents work under the general supervision of, and must have access to, a physician laboratory director, and typically serve as the technical lab consultant and supervisor by overseeing daily technical operations within the laboratory. May provide lead work direction to other Clinical Laboratory Scientists and/or laboratory support staff but may also be the sole person within the laboratory.

### **CLINICAL LABORATORY SCIENTIST I**

Incumbents perform a wide variety of clinical laboratory tests, examinations, quality control and assurance using manual methods or applicable mechanical and electronic equipment. In most cases, testing steps are well-defined and delineated; however, tests range from moderately to highly complex in nature, involving multiple steps and procedures and requiring professional judgment. Incumbents are responsible for quality assurance and control and work under the supervision of a physician laboratory director or more senior Clinical Laboratory Scientist who spot checks work and must be available for referral on unique, extraordinary, or unexpected test results.

Work assignments typically include some or all of the following: perform clinical laboratory tests such as chemical, physical, microscopic, microbiological, bacteriological, serological, hematological, immunological, and other laboratory diagnostic tests ordered by a physician or other licensed practitioner; frequently performed tests include routine urinalysis, pregnancy tests, blood tests, and antibiotic sensitivity tests; collect specimens to

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perform tests, including performing phlebotomy; prepare solutions and reagents used in testing and analysis; read test results and examine and interpret outcomes to identify abnormalities; perform mathematical calculations related to testing and analysis; provide results to practitioners; ensure laboratory quality control and assurance, perform proficiency testing, and maintain a safe laboratory environment in accordance with established standards, protocols, and applicable federal and state regulations, such as the Clinical Laboratory Improvement Amendments (CLIA), and the Occupational Safety and Health Act (OSHA); ensure compliance with infection control policies and blood borne pathogen safety precautions; use automated and manual data and reporting systems, such as a laboratory information system, to maintain records of laboratory tests conducted, prepare and maintain patient data, and prepare reports; assist in maintaining such systems and their interfaces to other medical information systems and ensure data accuracy; prepare for licensing and related inspections, prepare laboratory and operational compliance reports, and provide data for more comprehensive state and federal regulatory compliance reports; operate and maintain instruments and equipment utilizing established procedures; conduct routine calibration and/or standardization of instruments; maintain laboratory, materials, and equipment in orderly condition; ensure supply and materials are maintained at adequate levels; in a smaller and/or less complex student health center clinical laboratory where only one Clinical Laboratory Scientist may be needed, may assist the physician laboratory director in some aspects of laboratory administration which may include coordinating daily operations, assisting in monitoring the budget, preparing technical and administrative reports, and participating in the development of laboratory processes and protocols; may be assigned to provide lead work direction to laboratory support staff; lead work direction involves training and orienting employees, scheduling support staff, assigning and reviewing work, and providing input to employee selection and performance evaluations.

## **MINIMUM QUALIFICATIONS:**

### ***Knowledge:***

Thorough knowledge of the theories, principles and practices of clinical laboratory science including the use and care of all applicable laboratory equipment. Working knowledge of the preparation of specimens; various laboratory disciplines, tests and procedures including chemical, physical, microscopic, microbiological, bacteriological, serological, hematological, immunological, and other related disciplines and laboratory tests; automated information systems used in clinical laboratory settings. General knowledge of clinical laboratory quality control and assurance procedures, protocols and standards; and state and federal regulations pertaining to the operation of a clinical laboratory. General knowledge of mycology, virology, and genetics.

### ***Abilities:***

Ability to identify incongruities in test procedures and inconsistencies in reports of test results for a patient; demonstrate skill in the performance of a variety of laboratory analyses and evaluate information against measurable criteria; notice pertinent details of specimens under microscopic study; perform applicable mathematical calculations rapidly and accurately; keep current in developments in the field of clinical laboratory science; and if assigned, provide lead work direction to laboratory support staff.

### ***Education and Experience:***

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 or combination of education and experience which provides the required knowledge and abilities.

### ***License:***

Possess and maintain a valid California Clinical Laboratory Scientist license.

## **CLINICAL LABORATORY SCIENTIST II**

The Clinical Laboratory Scientist II oversee daily technical administration and operations such as bringing new tests on-line and verifying their accuracy, ensuring quality control, establishing appropriate procedures and protocols, and performing proficiency testing and personnel competency programs.

Work assignments typically include some or all of the following: perform a variety of standard, complex and advanced clinical laboratory tests; adapt, develop and introduce new test procedures and methodologies into the laboratory, including developing and documenting new protocols; establish and/or modify quality control criteria for measuring the accuracy of results; instruct other laboratory staff in the performance of new and modified

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procedures and methods; collect and extrapolate data on new procedures and methods to develop test criteria and standards; investigate procedural modifications and unexpected test results to determine reasons for non-conformance with established patterns; consult with physicians or other practitioners on test results and explore alternative methods for verifying results; set up new equipment and adapt laboratory guidelines and protocols for new or modified processes and adapt manual tests for automated processing; perform a variety of administrative functions within the laboratory including coordinating daily operations, administering quality control and assurance and regulatory compliance programs, preparing laboratory operational and compliance reports, ensuring proper use of equipment and materials, developing and monitoring the laboratory budget, and procuring supplies and materials; ensure laboratory continues to meet the standards for the compliance and accreditation program under CLIA, Department of Health quality assurance standards, and OSHA regulatory requirements and prepare required compliance reports; may serve as the administrator for the laboratory's automated system including monitoring data and information accuracy and system upgrades; may be assigned to provide lead work direction to one or more Clinical Laboratory Scientists and laboratory support staff; lead work direction involves organizing and planning work, training and orienting employees, scheduling laboratory staff, assigning and reviewing work, and providing input to employee selection and performance evaluations.

## **MINIMUM QUALIFICATIONS:**

### ***Knowledge:***

In addition to those of the Clinical Laboratory Scientist I, possess a comprehensive and in-depth knowledge of the theories, principles and practices of clinical laboratory science, including the use and care of applicable equipment and systems. Thorough knowledge of clinical laboratory quality control procedures, protocols and standards; various laboratory disciplines, tests and procedures including chemical, physical, microscopic, microbiological, bacteriologic, serological, hematological, immunological, and other related disciplines and laboratory tests; automated computer systems used in clinical laboratory settings; and federal and state regulations pertaining to clinical laboratories.

### ***Abilities:***

In addition to those of the Clinical Laboratory Scientist I, ability to serve as a technical consultant within the laboratory regarding methodologies, protocols, and established laboratory procedures; identify and locate sources of information about various new tests and uses of new equipment; demonstrate competency in the performance of complex and advanced laboratory analyses; adapt and introduce new and modified tests into the laboratory; evaluate tests results and data against measurable criteria; extrapolate data to develop new test criteria and standards; develop procedures, quality control checks and instructions necessary for new or modified tests; plan, schedule and carry out laboratory activities to meet administrative guidelines and medical needs; perform quality assurance studies and compile statistical information required to meet state and federal licensing standards, requirements, and accreditation programs; keep records and prepare various administrative and laboratory analysis reports; and provide lead work direction to professional and support laboratory staff.

### ***Education and Experience:***

In addition to those of the Clinical Laboratory Scientist I, two years of progressively responsible administrative and technical work within a clinical laboratory.

### ***License:***

Possess and maintain a valid California Clinical Laboratory Scientist license.