ASSISTANT SUPERVISING CLINICAL LABORATORY SCIENTIST

Definition
Under general supervision, to coordinate and supervise the day-to-day operations of a section of the Valley Medical Center clinical laboratory.

Distinguishing Characteristics
This classification is distinguished from the class of Senior Clinical Laboratory Scientist II in that the latter performs the more complex and sophisticated standardized laboratory testing under direction, and may act as a team leader of other laboratory personnel performing special projects, and the Assistant Supervising Clinical Laboratory Scientist class is assigned broad supervisory responsibility over a complete laboratory section.

All incumbents of this class regularly perform highly complex and difficult tests. Incumbents must have comprehensive knowledge of a major laboratory section, a high degree of independence, and the ability to provide technical and administrative assistance and expertise to other laboratory personnel.

Typical Tasks
- Manages and supervises the work of others;
- Informs personnel of procedural and policy changes, and provides general information as required;
- Regularly advises management of problems or issues pertaining to personnel performance, equipment, procedures, supplies, or schedules;
- Assists in scheduling, assigning, reviewing, and evaluating laboratory personnel;
- Attends and participates in educational training and programs;
- Monitors and provides feedback to staff on performance of service standards;
- Provides support and assistance utilizing management principles and teamwork to promote achievement of common goals and to resolve problems;
- Maintains accurate laboratory records and reports;
- Answers questions and resolves problems raised in regard to service or test results;
- Determines the need for additional information and recommends supplemental tests based on results of prior tests;
- May be assigned to perform highly complex laboratory research and development under the general direction of a clinical scientist;
- Reviews quality control records to determine whether test results are accurate within prescribed limits and makes necessary adjustments;
- Evaluates the capability of laboratory equipment to perform new tests;
- Develops, writes and evaluates new laboratory test procedures;
- Monitors and ensures compliance with policies, practices, laws and regulations governing clinical laboratories;
• Assists in the development and management of the sections’s hazardous waste management program;
• Anticipates needs and provide services in a courteous, sensitive, responsive and efficient manner;
• Acts in the absence of the supervisor;
• Prepares and presents conceptual and budgetary reports;
• Performs other related duties as assigned.

**Employment Standards**
Possession of a valid Clinical Laboratory Scientist, Bioanalyst, Limited Clinical Laboratory Scientist, Clinical Chemist or Clinical Microbiologist license issued by the State of California, Department of Health Services as appropriate for the area of specialization is required.

Sufficient education, training and experience to demonstrate possession of the following knowledge and abilities.

**Comprehensive knowledge of**
• Clinical laboratory principles, procedures, practices, equipment and/or instrumentation related to microbiological, hematology, immunology, biochemistry, toxicology, and immunohematology;
• Modern principles and practices of management, supervision and training;
• Use of laboratory tests in the diagnosis of diseases;
• Proper safety precautions and procedures utilized in handling all types of laboratory specimens, reagents, chemicals and hazardous waste;
• Current developments in clinical laboratory techniques, procedures, and equipment;
• Quality control and quality assurance methods and procedures appropriate to a clinical laboratory;
• Administration of federal, state, and local laws governing laboratory procedures;
• Prepare and present written procedures, conceptual and budgetary reports;

**Ability to**
• Supervise the work of others;
• Develop and implement appropriate quality assurance plans;
• Train and evaluate others in complex, clinical testing procedures and theory;
• Perform difficult and specialized tests;
• Develop procedures, norms, and standards for new tests;
• Perform complex statistical calculations;
• Evaluate, compare and adopt testing methods to establish routine laboratory procedures;
• Validate test data and determine additional information necessary;
• Maintain records and prepare technical reports of test results;
• Be a role model to staff and other managers and exemplify County and Hospital standards of service;
• Work effectively and in cooperation with other organization, departments, and personnel;
• Communicate well both orally and in writing.

Revised and retitled (formerly Assistant Supervising Clinical Laboratory Technologist) – KB
04/24/07
NS-5.07.106