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Job Description: Laboratory Supervisor/Technical Supervisor

Title: Laboratory Supervisor/Technical Supervisor

Report to: Laboratory Director

Minimum Qualifications

The laboratory/technical supervisor must possess an active, valid, license issued by the state to perform high complexity testing pursuant to chapter 3 of Business and Professions Code or to practice medicine, osteopathy or podiatry, pursuant to chapter 5 of Business and Professions Code appropriate to the specialty or specialties for which they are consulting and, for the specialties of diagnostic immunology, chemistry, hematology, and microbiology, must-

- (1) Have earned a bachelor's degree in a chemical, physical or biological science or medical technology from an accredited institution; and
- (2) Have at least 4 years of laboratory training or experience, or both, in high complexity testing for the specialty or subspecialty in which they supervise.

Duties and Responsibilities

The laboratory/technical supervisor shall be available to laboratory testing personnel at all times to provide either on-site, telephone or electronic consultation.

The technical supervisor is responsible for the following:

1. Be responsible for providing day-to-day supervision of high complexity test performance by a testing personnel
2. Participate in review/approval of all relevant documents, procedures, etc.
3. Provide regulatory advice for compliance with California, CLIA, CAP, and out of state licensure
4. Act as liaison with all state/federal agencies
5. Assist in inspection preparation and participate in all onsite inspections.
6. Attend all scheduled QA meetings to provide advice on compliance and quality improvements
7. Train, observe and document employees performing pre-analytic, analytic and post-analytic activities.
8. Function as Laboratory Supervisor and Technical Supervisor as indicated on federal and state personnel forms and perform those duties delegated by laboratory director including the following:
 - a. Assist in maintaining a QA program and SOP
 - b. Assist in maintain appropriate training and competency assessment programs and SOPs.
 - c. Assist in maintaining a Proficiency Testing program.
 - d. Review and approve laboratory staff competency assessments
 - e. Ensure technical problems, complaints, etc. are properly resolved and documented.
 - f. Maintain the maximum workload limit for the individual, based on the individual's performance


Reviewed by: Huda Almurad 8/25/15
Laboratory/Technical Supervisor Date

Approved by: Sunil S. Dhawan M.D. 9/5/2015
Laboratory Director Date

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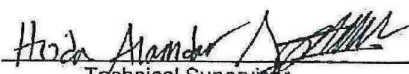
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Delegation of Responsibilities: Laboratory Supervisor/Technical Supervisor

The Laboratory Director delegates the following responsibilities to Technical Supervisor who has specialties in Hematology.

1. Appropriate test method selection; and adequate method verification in order to determine the accuracy and precision of the test.
2. Ensuring and supervising the development of quality assessment and quality control programs, and ensure they are maintained.
3. Documenting remedial actions and identify systems for maintenance by keeping appropriate documentation on test systems.
4. Overseeing laboratory personnel performance and competency.
5. Planning for training or continuing education needs.
6. Verifies test procedures performed and establishes the laboratory's performance criteria, including accuracy and precision of each test and test system.
7. Resolves technical problems and ensures remedial actions are taken whenever test systems deviate from the laboratory's established performance specifications.
8. Ensures patient test results are not reported until all corrective action has been taken and the test system is functioning properly.
9. Evaluates the competency of all testing personnel on an ongoing basis.
10. Evaluates and documents performance of individuals responsible for testing at six months and twelve months in the first year of employment and yearly thereafter, unless test methodology or instrumentation changes, in which case, prior to reporting patient test results, the individual's performance must be reevaluated to include the use of the new test methodology of instrumentation.
11. ~~Designs for reportable diseases to the appropriate health jurisdiction.~~
12. Approving and signing of Standard Operating Procedures.

Reviewed by:  9/9/15
Technical Supervisor Date

DocuSigned by:
Approved by:  Sunil S. Dhawan M.D. 9/11/2015
71D09B132F226 Laboratory Director Date

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Delegation of Responsibilities: Laboratory Supervisor/Technical Supervisor

The Laboratory Director delegates the following responsibilities to Technical Supervisor who has specialties' in Immunology and Chemistry.

1. Appropriate test method selection; and adequate method verification in order to determine the accuracy and precision of the test.
2. Ensuring and supervising the development of quality assessment and quality control programs, and ensure they are maintained.
3. Documenting remedial actions and identify systems for maintenance by keeping appropriate documentation on test systems.
4. Overseeing laboratory personnel performance and competency.
5. Planning for training or continuing education needs.
6. Verifies test procedures performed and establishes the laboratory's performance criteria, including accuracy and precision of each test and test system.
7. Resolves technical problems and ensures remedial actions are taken whenever test systems deviate from the laboratory's established performance specifications.
8. Ensures patient test results are not reported until all corrective action has been taken and the test system is functioning properly.
9. Evaluates the competency of all testing personnel on an ongoing basis.
10. Evaluates and documents performance of individuals responsible for testing at six months and twelve months in the first year of employment and yearly thereafter, unless test methodology or instrumentation changes, in which case, prior to reporting patient test results, the individual's performance must be reevaluated to include the use of the new test methodology of instrumentation.
11. Designee for reportable diseases to the appropriate health jurisdiction.
12. Approving and signing of Standard Operating Procedures.

Reviewed by: Hoda Alimdar Technical Supervisor Date: 8/15/2015

DocuSigned by: Sunil S. Dhawan M.D. Sunil S. Dhawan M.D. 8/25/2015
Approved by: 71D00B1B2F7A2A92 Laboratory Director Date

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Delegation of Responsibilities: Technical Consultant

The Laboratory Director delegates the following responsibilities to Technical Consultant who has moderate complexity testing in Immunohematology.

1. Appropriate test method selection; and adequate method verification in order to determine the accuracy and precision of the test.
2. Development of manuals and maintenance records, including QA, QC, and personnel documentation.
3. Supervising enrollment in CMS-approved proficiency testing.
4. Ensuring PT samples are tested and reviewed by appropriate staff.
5. Carrying out corrective actions recommended by Director, Consultant, PT, or CLIA.
6. Ensuring and supervising the development of quality assessment and quality control programs, and ensure they are maintained.
7. Documenting remedial actions and identify systems for maintenance by keeping appropriate documentation on test systems.
8. Overseeing laboratory personnel performance and competency.
9. Planning for training or continuing education needs.
10. Verifies test procedures performed and establishes the laboratory's performance criteria, including accuracy and precision of each test and test system.
11. Enrolls the laboratory in an approved PT program commensurate with services offered.
12. Resolves technical problems and ensures remedial actions are taken whenever test systems deviate from the laboratory's established performance specifications.
13. Ensures patient test results are not reported until all corrective action has been taken and the test system is functioning properly.
14. Evaluates the competency of all testing personnel on an ongoing basis.
15. Evaluates and documents performance of individuals responsible for testing at six months and twelve months in the first year of employment and yearly thereafter, unless test methodology or instrumentation changes, in which case, prior to reporting patient test results, the individual's performance must be reevaluated to include the use of the new test methodology of instrumentation.
16. Approving and signing of Standard Operating Procedures.

Reviewed by: Huda Plambur [Signature] 8/18/2015
Date

Approved by: Sunil S. Dhawan M.D. Dhawan M.D. 8/25/2015
Date

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Delegation of Responsibilities: General Supervisor

The Laboratory Director delegates the following responsibilities to General Supervisor

1. Is accessible to testing personnel at all times testing is performed to provide on-site, telephone, or electronic support
2. Provides day-to-day supervision of personnel performing high complexity testing
3. On-site to provide direct supervision when high complexity testing is performed by certain individuals
4. Monitor test analyses and specimen examination to ensure that acceptable levels of analytic performance are maintained
5. Fulfills certain responsibilities as designated by the laboratory director or technical supervisor
These include:
 - a. Assuring that all remedial actions are taken whenever test systems deviate from the laboratory's established performance specifications.
 - b. Ensuring that patient test results are not reported until all corrective actions have been taken and the test system is properly functioning.
 - c. Providing orientation to all testing personnel.
 - d. Annually evaluating and documenting the performance of all testing personnel.

Reviewed by: [Signature] General Supervisor Date: 8/29/15
DocuSigned by: Hoda Alamsak
Approved by: Sunil S. Bhawanani, M.D. Laboratory Director Date: 8/25/2015