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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:  6/29/15
 General Supervisor Date

Delegated by: Sunil S. Dhanraj M.D. 8/25/2015
 Laboratory Director Date

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Job Description: Laboratory Safety Officer

Title: Laboratory Safety Officer

Report to: Laboratory Director

Qualifications (Minimum Requirements)

- Bachelor's degree in chemical physical, biological or clinical laboratory science
- Experience in a clinical laboratory – two years required, four years preferred
- SLS(ASCP) certification preferred

Responsibilities

- Oversees the safety activities of the laboratory
- Performs annual safety audit
- Oversees annual chemical inventory and obtains MSDS as needed
- Maintains current and archived MSDS
- Maintains records of exposures, medical examination follow up and employee return to work requirements
- Reviews all laboratory safety policies and creates or modifies policies and procedures as necessary
- Documents all safety related activities
- Coordinates new employee and annual safety training
- Enforces daily safety practices
- Develops an annual safety competency for each lab employee
- Serves a Laboratory Safety Committee Chair
- Conducts laboratory safety committee meetings at least quarterly
- Represents the laboratory at the facility's safety committee
- Serves as the Chemical Hygiene Officer
- Coordinates fire drills to attain 100% participation of lab staff throughout the year
- Interacts with a variety of regulatory agencies and professionals including OSHA, DOT, EPA and ANSI as well as CAP or Joint Commission, as applicable

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Date: 09/4/2015

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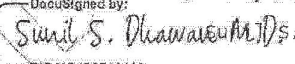
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Job Description: Laboratory Safety Officer

Performance Expectations

- Performs safety related functions in accordance with the standards and safety requirements of the facility
- Takes direction from the Laboratory Director or designee
- Develops policies and procedures for the establishment of a safe and comfortable laboratory environment
- Works with other members of the laboratory management team
- Brings ideas, thoughts and concerns to the laboratory management team
- Works independently and as a team member
- Looks for ways to improve laboratory safety processes and eliminate waste of resources
- Assumes responsibility of risk and safety issues associated with the position
- Prepares reports and other documentation that are required by regulatory agencies and are utilized to support the Safety Program
- Provides input into operational and capital equipment budget as it relates to safety
- Documents all laboratory accidents and injuries

Reviewed by:		9/6/15
	Laboratory Safety Officer	Date
DocuSigned by:		
Approved by:		9/5/2015
	Sunil S. Dhawan M.D. Laboratory Director	Date

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