State Hygienic Laboratory
Diagnostic and Clinical Division
Clinical Lab Analyst

University Classification: **Clinical Lab Analyst**

Job Code: **PHA1** Pay Level: **3A**

Position #: **00111602** Org/Dept/Sub-dept #: **90-9050**

Position Reports to: **Jaye Boman** **00012951**

Name Position #

Position Specific Summary:

The State Hygienic Laboratory (Iowa's Environmental and Public Health Laboratory), at the University of Iowa, under contract with the Iowa Department of Public Health, has an exciting full-time opportunity for a Clinical Laboratory Analyst. Conducts laboratory testing on clinical specimens for the purpose of disease diagnosis and treatment or surveillance. Ensures results are accurate and timely and that work is conducted under best laboratory practice and in compliance with CLIA regulations or other regulatory agency requirements as appropriate. Adheres to all laboratory safety and security policies. The primary responsibility of the position is to perform moderate to complex testing on serum/csf to detect antibodies and antigens for infectious diseases, as well as perform testing for the state's maternal screening program, using conventional serology and chemistry methods.

In accordance with CLIA regulations, an official or copy of an official, transcript will be required prior to an offer of employment. (Applicants with degrees from foreign institutions must have the transcripts evaluated by a member of the National Association of Credential Evaluation Services http://www.naces.org/ and the applicant is responsible for all costs associated with that evaluation).

Schedule: M-F 8 a.m.- 5:00 p.m. with rotating weekend and holidays.

Modality: In-Person, on-site

Position Status: Professional and Scientific Regular

Key Areas of Responsibilities and Specific Job Tasks

Classification Key Areas of Responsibility	Specific Job Duties and Tasks
Technical Laboratory Capability	• Meet CLIA qualifications for High Complexity testing. • Demonstrate knowledge of and perform clinical laboratory testing using standard laboratory procedures, principles, practices, concepts, and theories. • Attain ability and knowledge to suggest modifications or adaptations to established methods; recommend process improvements; verify new tests and revise procedures. • Conduct testing using a variety of EIA methods. Experience with IFA, MYID, Microagglutination, Comp Fix, CMIA, Tube Agglutination, MAC-ELISA, Particle Agglutination, and Flocculation methods. • Calibrate thermometers, timers, and speeds of centrifuges, shakers, and rotators. • Order supplies and reagents for the Serology and Maternal Screening labs. • Make up reagents and testing equipment as needed. • Send samples to CDC (Atlanta and Fort Collins) for testing on variety of serum samples. • Answer phone calls and respond to clients' needs internally and externally. • Promote and follow CLIA/lab policies, as well as safety guidelines. • Process samples that arrive from outside labs to reduce potential for laboratory errors. • Ensures that the SOP matches the instructions for use from the manufacturer.

	• Notify supervisor of observed issues with lab results and quality control. • Review data entry to catch potential typographical errors, as well as omissions. • Act as a resource person to answer clients' questions about sample submission, testing, and rejection. • Must be able to work entirely independently. • Participate in Proficiency testing.
Instrumentation and Technology	• Perform daily operation and routine maintenance, calibration, and assist in troubleshooting of laboratory instruments and equipment. • Performs daily/weekly/monthly maintenance on Diasorin. Cobas C111, Bio-Rad Geenius Reader and Beckman DxI 600/800. • Performs calibrations on instruments as needed. • Performs and analyze QC daily. • Assist with monitoring reagent expiration dates and inventory. • Dispose of laboratory waste appropriately. • Troubleshoot equipment when errors happen and contact company when needed. • Use analytical and precision scales.
Data Analysis, Reporting and Documentation	• Document and review routine data analysis, procedures, and results. • Review results and analyze quality control, release routine data and reports for use by physician and epidemiologist. • Prepare and maintain standard operating procedures and prepare documentation for test verification or validation studies. • CLIA regulated documentation of all patient and QC testing using manual worksheets and OpenELIS. • Use of additional software (LRN, SAMS). • Review TRF's, final reports, test runs, and results before releasing, looks for discrepancies. • If discrepancies are found, contact either the facility or resolution bench to find the answer and obtain a wavier if needed. • Communicate results via phone call to IDPH or provider if requested. • Write validations studies using SHL validation/verification template. • Perform validation studies on new tests and testing equipment. • Troubleshoot quality control issues. • Result lab tests in Open ELIS, and again, review data before accepting/releasing the results. • Review lab results of coworkers before releasing results to physician
Quality Control / Quality Assurance / Quality Improvement / Quality Assessment	• Perform quality control and quality assurance procedures in accordance with established policies. • Recognize basic problems and adhere to quality standard procedures. • Maintain quality control and quality assurance procedures in accordance with established policies and regulatory requirements; assemble quality control data for further analysis; recognize problems; and document issues; and initiate corrective actions. • Check quality controls charts daily and observe for any trends or shifts in QC. Document any change caused by outside sources. (PMs performed, new probe, new shipment of quality control or reagent, etc.). Independently troubleshoot quality control issues. • Enter QC into Open Elis and serology QC tracking spreadsheet. • Make up external controls and calibrators for Quantiferon testing. • Perform required maintenance on equipment. • Participate in corrective actions when needed. • Perform PT's when needed.

	• Recognize potential quality control problems and look for solution to resolve issue. (get out new vial, calibrate, etc.) • Perform validations/verifications on new testing
Outreach and Communication	• Interact with internal and external partners as necessary. • Communicate test results to physicians and epidemiologists with precision and clarity. • Consult and interact with external and internal partners regarding test methods and results; interpret test results for physicians and epidemiologists; assist in the creation and design of outreach materials. • Help coordinate un-incubated Qft-plus' and communicate Qft-plus specimen requirements for collection with external facilities. • Answering phone line responding to needs of clients. • Assure clients' needs are met by finding the person they need to speak with, if it is not me, looking up the specimen, and getting them an answer. • Verified fax numbers as secure (If Client Services is not in) • Contact CDC when needed and acquire needed paperwork and information when sending sample for testing.
Financial Responsibility	• Initiate purchasing requests for supplies, equipment, etc. • Research supply costs on e-Buy and find less expensive replacement supplies. • Order pipette tips, tubes, caps, etc. either through central services or on e-Buy. • Maintain proper inventory and ensure requests for supplies are made within appropriate time frame to prevent any delays in testing. Suggest cost saving measures. • Participate in test costing and other budget-related work as requested.

Universal Competencies

Collaboration/Positive Impact (Working)	• Shares appropriate information/feedback openly, professionally and respectfully. • Models open, respectful, accepting, and supportive behaviors with team members. • Maintains productive work relationships while considering multiple perspectives and using effective conflict resolution practices. • Aligns expectations for self and team to achieve work objectives and overcome obstacles. •
Diversity, Equity and Inclusion (Working)	• Maintains productive work relationships while considering multiple perspectives. • Demonstrates awareness of one's own and others' social identities (e.g. race, gender, disability status, religion, etc.) and their relevance in the workplace. • Resolves cross-cultural conflicts effectively. • Articulates the unit's commitment to diversity, equity and inclusion and the reasons for its importance. • Engages in personal and professional development on issues related to diversity, equity and inclusion. •
Service Excellence/Customer Focus (Working)	• Enhances service by seeking ways to add value to customer interactions/services. • Demonstrates sincere concern and takes responsibility when a customer complains, even if the cause of the problem lies elsewhere. • Listens to feedback without defensiveness and uses it to enhance communication effectiveness. • Communicates in alternative ways to accommodate different listeners.

Technical Competencies

Clinical Laboratory Testing (Working)	• Participates in collecting and processing specimens (e.g., blood) according to test requests. • Operates laboratory equipment required to examine clinical specimens. • Produces reports based on laboratory test results to help in further diagnosis. • Adheres to relevant policies and ethics for clinical laboratory testing. • Discusses major factors that can affect the accuracy of laboratory test results.
Laboratory Equipment Operation (Working)	• Operates and calibrates laboratory equipment. • Examines equipment to detect signs of disrepair. • Helps others understand laboratory equipment safety and operating policies and procedures. • Documents defective equipment and reports it to an appropriate supervisor. • Utilizes quality control techniques to monitor and maintain laboratory equipment.
Laboratory Practice Quality Assurance (LPQA) (Working)	• Examines laboratory sample collection, handling and analyzation procedures. • Operates quality testing equipment and verifies collected data. • Adheres to related guidelines, regulations, standards, and safety procedures in the LPQA process. • Handles actual or potential problems that affect the analytical results of an LPQA program. • Assesses laboratory equipment calibration and maintenance at various LPQA stages.
Laboratory Results Reporting (Working)	• Selects from a variety of LRR technologies, e.g., Electronic Data Interchange (EDI). • Analyzes information exchange related problems (e.g., confidentiality and accuracy) in LRR. • Follows LRR policies and ethics, e.g., Health Insurance Portability and Accountability Act (HIPAA). • Explains how LRR supports the interoperability between health records and laboratory systems. • Creates secure access to laboratory results and their interpretations in a patient-focused manner.
Microscope Operation (Extensive)	• Controls microscope equipment, accessories and supplies usage. • Advises on microscopic magnification to produce images with high clarity. • Expounds on the advantages of an electron microscope vs. a light microscope in compositional analysis. • Integrates microscope operations into an automatic image processing system. • Evaluates image quality and advises on improvements in microscopic imaging procedures. • Assesses the costs and benefits of various microscopes used in specimen analysis.
Clinical Specimen Preparation (CSP) (Working)	• Participates in the preparation of simple clinical specimens according to different requests. • Records specimen identification throughout clinical specimen preparation procedures. • Follows standard procedures to verify and report unacceptable clinical specimens. • Uses various techniques for clinical specimen preparation, following standard protocols. • Adheres to laboratory policies and ethics for clinical specimen preparation.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control

the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

As part of performing the key areas of responsibility and competencies described above, staff members are expected to meet reasonable standards of work quality and quantity, as well as expectations for attendance established by their supervisor. Staff members are also expected to comply with policies governing employee responsibilities and conduct, including those contained in the University Operations Manual.

Proficiency levels are defined as:
Basic Application - Uses basic understanding of the field to perform job duties; may need some guidance on job duties; applies learning to recommend options to address unusual situations.

Working Experience - Successfully completes diverse tasks of the job; applies and enhances knowledge and skill in both usual and unusual issues; needs minimal guidance in addressing unusual situations.

Extensive Experience - Performs without assistance; recognized as a resource to others; able to translate complex nuances to others; able to improve processes; focus on broad issues.

Expert/Leader - Seen as an expert and/or leader; guides, troubleshoots; has strategic focus; applies knowledge and skill across or in leading multiple projects/orgs; demonstrates knowledge of trends in field; leads in developing new processes.

Position Qualifications

Education or Equivalency Required	A Bachelor's degree in Clinical Laboratory Science or related field or an equivalent combination of education and experience is required.
Required Qualification	• Basic and relevant laboratory experience that demonstrates a clear understanding of the clinical laboratory environment. • Excellent written and verbal communication skills, including excellent attention to detail.
Highly Desirable Qualification	• Certification by ASCP or NCA is highly desirable. • Previous experience working in public health laboratory to facilitate interaction with Department of Public Health and CDC. • Previous experience working and being comfortable using microscope, including binocular and fluorescent.
Desirable Qualification	• Working experience in clinical laboratory testing. • Basic knowledge of EIA using manual methods or instrumentation, as well as familiarity with equipment to allow troubleshooting. • Working familiarity with QA/QC, lab safety and Windows based computer operations. • Working experience in a high-volume, fast-paced clinical lab environment. • Ability to properly document all work according to CLIA regulations so as to allow for other staff to follow the work.

See requisition # 23003075 at https://jobs.uiowa.edu
Applicable background checks will be conducted.

The University of Iowa is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, religion, national origin, age, sex, pregnancy (including childbirth and related conditions), disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, or associational preferences.