Director Designee

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:\_\_\_Laboratory Manager\_\_\_

|  |  |
| --- | --- |
| **Task** | **Designated?** |
| Personnel  ● Ensures sufficient personnel with documented educational, certification, training and experience are  available to meet the needs of the laboratory.  ● Reviews qualifications of technical supervisors and formally verifies they are qualified according to  CLIA regulations. | Yes |
| Quality Control  ● Weekly/Monthly Control QC Review  ● Reagent QC and QC Cross Check Review  ● QC Deviation Reports  ● If needed, reviews and analyzes QC summary reports to identify trends or recurring variances.  ● Any immediate QA or QC issue. | Yes |
| Reviews Monthly/Weekly Temperature, Instrument, Equipment & Maintenance Function Checks. | Yes |
| QA Markers Creation & Review of Compiled Data | Yes |
| Training, CE and Competency Assessment | Yes |
| Safety  ● Ensures a safe laboratory environment and safety program for all personnel in compliance with CAP  standards.  ● Safety Orientation and Annual Safety Tours  ● Monthly Safety Checks  ● Fire Drills  ● Ensure SDS’s are available to all employees | Yes |
| Exercises authority in matters related to compliance and local, state, and federal regulations | Yes |
| Inventory Control | Yes |
| SOP’s  ● Prepares and biannual review of SOP’s that have not changed and SOP’s with minor changes (ie  typographical errors)  ● Annually ensures each employee demonstrates knowledge about the contents of the procedures for  all areas they are trained.  ● Reviews the specimen collection/handling procedures | Yes |
| Proficiency Testing  ● Annually verifies the summary of all PT orders performed by the Clinical Lab and verifies PT  enrollment and ordering.  ● Signs the CAP Attestation Sheet on PT survey result submission and ensures all individuals involved  in the testing process signs the attestation statement.  ● Approves, monitors and reviews proficiency testing submission and results, including corrective  action when required.  ● Maintains the Test Activity Menu | Yes |

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sarah Jacobs-Helber, Laboratory Director

Employee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_