



**State Hygienic Laboratory
Diagnostic and Clinical Division
Newborn Screening, Clinical Lab Analyst
Ankeny, Iowa Facility**

University Classification: **Clinical Lab Analyst**

Job Code: **PHA1**

Pay Level: **3A**

Position #: **00118649, 00283972**

Org/Dept/Sub-dept #: **90-9050-00020**

Position Reports to: **Valerie Phoenix**

00222469

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 Health and Human Services, has two exciting full-time opportunities for newborn screening laboratory analysts in the Ankeny, IA facility. The primary function of the position is to perform biochemical and genetic testing of blood specimens collected from newborns for detection of inherited disorders.

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).

Work Schedule: Monday – Friday 8am - 5pm with rotating weekends and Holidays

Work Location: Ankeny, Iowa

Work Modality: On-site

Key Areas of Responsibilities and Specific Job Tasks

Classification Key Areas of Responsibility	Specific Job Duties and Tasks
Technical Laboratory Capability	<ul style="list-style-type: none"> • Meet CLIA qualifications for High Complexity testing. • Demonstrate knowledge of and perform newborn screening laboratory testing according to standard laboratory procedures (SOP) and policies. • Will work independently; train others; attain ability and knowledge to suggest modifications or adaptations to established methods; recommend process improvements; verify new tests and revise procedures. • Conduct newborn screening testing on blood spot specimens to help identify infants at risk for an inherited condition. Methods include immunoassay, enzyme assay, electrophoresis, HPLC, tandem mass spectrometry, and molecular methods.
Instrumentation and Technology	<ul style="list-style-type: none"> • Perform daily operation and routine maintenance, calibration, and assist in troubleshooting of laboratory instruments and equipment.
Data Analysis, Reporting and Documentation	<ul style="list-style-type: none"> • Document and review newborn screening test data, procedures, and results. • Release data and reports for use by physicians, health care professionals, and newborn screening medical follow-up staff. • Prepare and maintain standard operating procedures and prepare documentation for test verification or validation studies.
Quality Control / Quality Assurance / Quality Improvement / Quality Assessment	<ul style="list-style-type: none"> • Perform quality control and quality assurance procedures in accordance with established standard operating procedures and policies. • Recognize basic problems and assist troubleshooting of laboratory method and performance problems. • Assemble quality control data for further analysis; recognize problems; document issues; perform root cause analysis; and initiate corrective actions.

Outreach and Communication	<ul style="list-style-type: none"> • Interact with coworkers and external partners in a courteous and respectful manner. • Communicate test results to physicians, health care professionals, and newborn screening medical follow-up staff with precision and clarity. • Consult and interact with external and internal partners regarding test methods and results; communicate with health care professionals about proper collection of the newborn screen specimen; assist in the creation and design of outreach materials. • May provide presentations.
Financial Responsibility	<ul style="list-style-type: none"> • Initiate purchasing requests for supplies, equipment, etc.

Universal Competencies

Collaboration/Positive Impact	Ability to work with a variety of individuals and groups in a constructive and civil manner and utilize existing resources and learning to achieve or exceed desired outcomes of current and future organizational goals/needs.
Service Excellence/Customer Focus	Ability to meet or exceed customer service needs and expectations and provide excellent service in a direct or indirect manner. Ability to effectively transmit and interpret information through appropriate communication with internal and external customers.
Welcoming and Respectful Environment	Ability to foster a welcoming and respectful workplace environment while recognizing personal differences. Ability to work with a variety of individuals and groups in a constructive and respectful manner while appreciating the importance of a workforce that benefits from the talents of all people across multiple characteristics, including: 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.

Technical Competencies

Clinical Laboratory Testing (Working)	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • 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.

	<ul style="list-style-type: none"> • 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.
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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	Bachelor’s degree in Chemistry, Biochemistry, Biology, Genetics, or other related field, or an equivalent combination of education and experience.
Required Qualification	<ul style="list-style-type: none"> • Basic and relevant laboratory experience that demonstrates a clear understanding of the clinical laboratory environment.
Highly Desirable Qualification	<ul style="list-style-type: none"> • Six months to one-year related Newborn Screening (NBS) laboratory experience.
Desirable Qualification	<ul style="list-style-type: none"> • Working level proficiency for interpersonal, written, and technical communication. • Six months to one-year related public health laboratory experience.

See requisition # 24002934 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.