

Lab Director Delegation of Responsibilities

Individual	Title	Clinical Consultants (C)		Technical Supervisor - High Complexity (H) Technical Consultant Moderate Complexity (M) Both Technical Supervisor & Consultant (B) Waived (W) Non-Testing Section (N)																
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Alexander Duarte, MD	Medical Director	C	C	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M		M
Sandy Pinkston, RRT, NPS	Director Respiratory			M	M	M	M	M	M	M	M	M	M	M	M	M	M	M		M

Clinical Consultants (C)

1. Ensure that est reports include pertinent information for test interpretation
2. Provide consultation concerning test results and their interpretation

Technical Supervisor - High Complexity (H) Technical Consultant Moderate Complexity (M)

Both Technical Supervisor & Consultant (B)

Waived (W)

Non-Testing

Section (N)

3. Selection of appropriate test methods
4. Enrollment of division in a CMS and CAP approved proficiency testing (PT) program or perform Alternate Proficiency Testing when specific analyte surveys are not available from CAP
5. Ensure that PT samples are tested in accordance with CLIA requirements
6. Ensure that PT results are returned within the time frames established by the PT program
7. Ensure that PT reports are reviewed by th appropriate staff
8. Ensure that corrective action plans are followed when PT results are found to be unacceptable or unsatisfactory
9. Approve PT exception reports documenting performance review, investigation and corrective actions plans

10. Established and maintain a Division Quality Improvement and Quality Control program as required by CLIA and CAP. Review maintenance and quality control records monthly
 11. Establish, validate and maintain acceptable analytical test performances for each test system, to include verification procedures to determine the precision and accuracy
 12. Resolving technical problems and ensuring that remedial actions are significant deviations from established performance characteristics are identified and ensure that patient test results are reported only when the system is functioning properly
 13. Ensure that personnel have been appropriately trained and demonstrate competency prior to testing patient specimens. Document testing personnel performance competency assessments and conduct annual performance evaluations
 14. Establish policies and procedures for monitoring personnel competency in all phases of testing (preanalytic, analytic, and postanalytic) to assure the ongoing competency of all individuals who perform testing
 15. Provide orientation to all testing personnel and ensure remedial training or continuing education needs are identified and training provided
 16. Write, review and revise Departmental, Safety, Technical Procedures, SOPs, Protocols, etc. and ensure approved procedures are available to all personnel
 17. Approve changes to Divisional policies, procedures, technical procedure, SOP's, and Protocols (Note: significant changes to departmental policies and procedures will be approved by laboratory director)
 18. Approve Departmental Safety Policies and Procedures when functioning as Laboratory Safety Officer
 19. Perform bi-annual review and revision of the specimen collection and testing manual
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