

Mayo Clinic Laboratories
RST
Quality Management Services

Delegation of Duties
General Supervisor/NYS Laboratory Supervisor to Employee

As General Supervisor/NYS Laboratory Supervisor of _____,

I delegate the following duties to _____:

(Please check all that apply.)

Day-to-day supervision of test performance by testing personnel.

Monitoring the laboratory processes to ensure that acceptable levels of analytic performance are maintained, to include review of quality control, instrument and equipment maintenance, and other quality assurance activities.

In the event of non-conformances, ensuring that results of test examinations are not reported until all corrective actions have been taken and the test system is properly functioning.

Resolution of technical problems in accordance with policies and procedures established by the CLIA Laboratory Director or Technical Supervisor/Section Director.

Monitoring of test performance.

Ensuring that remedial actions are taken when test systems deviate from the laboratory's established performance specifications.

Provides orientation to all testing personnel.

Verifying that staff are trained and competent prior to performing testing on patient specimens independently. **NOTE:** Trainers do not need to meet the qualifications of a General Supervisor/NYS Laboratory Supervisor.

Verifying that testing personnel are evaluated semiannually during the first year of hire, and thereafter annually, as being competent for assigned tasks and that remedial action is performed when staff do not perform as expected. **NOTE:** Direct observation must be performed by someone meeting General Supervisor/NYS Laboratory Supervisor qualifications.

Supervisor	Employee
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