

Mayo Clinic Laboratories
RST
Quality Management Services

Delegation of Duties Technical Supervisor/Laboratory Section Director to General Supervisor

As Technical Supervisor/Laboratory Section Director, I delegate to

_____ the following General Supervisor duties in

_____:

1. Day-to-day supervision of high complexity test performance by testing personnel.
2. Is assessable to testing personnel at all times testing is performed to provide on-site, telephone or electronic consultation to resolve technical problems in accordance with policies and procedures established either by the CLIA Laboratory Director or Technical Supervisor/Laboratory Section Director.
3. 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.
4. Assures that all remedial actions are taken whenever test systems deviate from the laboratory's established performance specifications.
5. Ensures that patient test results are not reported until all corrective actions have been taken and the test system is properly functioning.
6. Provides orientation to all testing personnel.
7. Verifying that staff are trained and competent prior to performing testing on patient specimens independently.
8. Verifying that testing personnel are being 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.

Signatures:

Technical Supervisor/Laboratory Section Director	General Supervisor
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