

Mayo Clinic Laboratories  
RST  
Quality Management Services

**Delegation of Duties  
CLIA Laboratory Director to Technical Supervisor/  
Laboratory Section Director**

As CLIA Laboratory Director, I delegate the following duties to a Technical Supervisor/  
Laboratory Section Director in \_\_\_\_\_:

1. Appropriate test selection, with adequate method verification.
2. Development of Standard Operating Procedures (SOP's) and maintenance records, including Quality Assurance, Quality Control and personnel documentation.
3. Supervising enrollment in CMS approved proficiency testing programs.
4. Ensuring Proficiency Testing samples are tested and reviewed by appropriate staff.
5. Carrying out corrective actions recommended by CLIA Laboratory Director, Consultant, Proficiency Testing, CLIA, or other regulatory/accrediting bodies.
6. Ensuring and supervising the development of effective quality assessment and quality control programs.
7. Documenting remedial actions and identify systems for maintenance by keeping appropriate documentation on test systems.
8. Overseeing laboratory personnel performance and competency.
9. Planning for training or continuing education needs.
10. DLMP Section Directors, NYS Associate Director responsibilities are outlined at the following: [Department Laboratory Section Director Responsibilities](#).

Signatures:

CLIA Lab Director	NYS Lab Director (if different from CLIA Lab Director)
Technical Supervisor/Laboratory Section Director	