

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Laboratory Certification Advisor**

**Class Code: 50816**

**Pay Grade: GK**

---

### **A. Purpose:**

Conducts laboratory and rural health clinic certification surveys and provides technical maintenance and assistance in the areas of laboratory and rural health clinic certification to ensure compliance with state and federal regulations.

### **B. Distinguishing Feature:**

The Laboratory Certification Advisor is a certified medical technologist, provides expertise in the certification of laboratories and laboratory practice, and maintains the Clinical Laboratory Improvement Amendments (CLIA) database and ASPEN programs.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Advises administrators and managers in planning, implementing, and evaluating activities and policies of the laboratory and rural health clinic survey program to ensure administration is aware of new and revised federal regulations.
  - a. Recommends changes in services or changes in priority area.
  - b. Interprets and recommends rules or policy changes.
  - c. Participates in program management.
    - i. Provides orientation to and assists in training new staff.
    - ii. Reviews survey reports.
  - d. Participates on task forces as required.
  - e. Compiles and provides statistics and other data for federal budget preparation and federal reports.
  - f. Processes requests for supervision waivers and visiting nurse services at rural health clinics.
  - g. Ensures programs operate within the federally established budget by monitoring expenditures and adjusting workload as necessary.
2. Conducts initial and recertification surveys of laboratories, rural health clinics, and abortion providers to determine compliance with state and federal regulations.
  - a. Documents survey findings and prepares and submits a statement of deficiencies to the laboratory director or clinic representative.
  - b. Reviews and approves plans of correction.
  - c. Recommends that facilities be certified or maintain current certification.
  - d. Investigates and reviews complaints of laboratories, rural health clinics, and abortion providers and recommend appropriate action based on findings.
  - e. Reviews survey staff reports for accuracy and ensure survey protocol is followed by all staff to ensure consistency.
3. Provides technical assistance to public and private health care providers and program staff to ensure they are aware of new or revised federal regulations.
  - a. Provides information at meetings and in-services.

- b. Collects and provides information and reference materials.
  - c. Responds to inquiries for information or explanations of regulations.
  - d. Reviews certificate expiration dates and notifies laboratories of pending terminations.
4. Receives and monitors proficiency testing results on laboratories and clinics to determine if technicians and laboratory equipment are meeting test performance standards.
    - a. Reviews scores for passing grades.
    - b. Notes deficiencies and follows up on unsatisfactory performance.
    - c. Monitors corrective actions taken by laboratories and clinics.
    - d. Notifies federal regional office when a facility fails to demonstrate competency in laboratory testing and recommends action.
  5. Maintains federal data reporting systems (CLIA) to ensure federal government is provided with complete and relevant information.
    - a. Verifies information entered into the system.
    - b. Updates the data system and submits data to federal regional office.
    - c. Approves and changes types of certificates that laboratories and clinics operate under.
    - d. Verifies qualifications of director and type of testing needed to process initial application.
    - e. Updates accounts to track which laboratories are in need of survey.
  6. Serves as ASPEN coordinator to ensure system is maintained and continues to provide for department needs.
    - a. Serves as South Dakota's point of contact for federal software program updates.
    - b. Trains and maintains security rights for all Office of Licensure and Certification staff.
    - c. Troubleshoots all upload and connectivity issues.
    - d. Creates instructions and documents to assist staff members with usage of all ASPEN programs.
  7. Performs other work as assigned.

**D. Reporting Relationships:**

Reports to a program administrator and provides work direction to survey staff.

**E. Challenges and Problems:**

Challenged to deal with physicians, health care facility administrators, laboratory personnel and others who are not satisfied with survey results. They often feel that federal regulations are too costly and unnecessary for the maintenance of quality health care. Also challenged to coordinate surveys when schedules are conflicting and time is limited.

Problems include determining a facility's compliance with state and federal regulations within a limited amount of time, determining if an immediate and serious threat exists based on survey information, scheduling surveys to meet facility certification needs while reserving agency resources, monitoring the proficiency testing of testing sites in a timely manner, determining if laboratory personnel qualifications are adequate, determining priority issues, resolving software issues with remote staff, and ensuring that all testing sites are registered.

**F. Decision-making Authority:**

Decisions include determining compliance with regulations, if an immediate or serious threat exists, if plans of correction are acceptable, survey schedules, content of in-service training, if

proficiency testing is acceptable, if action needs to be taken against a laboratory, the interpretation of state and federal regulations, and if laboratories are certified in the appropriate specialty area.

Decisions referred to a superior include certification, loss of certification, and imposition of sanctions; whether priorities need to be changed; resolution of disagreements over regulations; how to solve problems with the data tracking system; and if Medicaid/Medicare payments will be denied to a health care facility.

#### **G. Contact with Others:**

Daily contact with lab and rural health clinic personnel to give and receive information, provide in-services, and improve survey outcomes; weekly contact with facility administrators to discuss survey deficiencies and to respond to certification or billing questions, and with the public to respond to questions concerning laboratory testing and rural health clinic operations; and quarterly contact with professional organizations for consultation, provide in-service training, and to improve survey outcomes.

#### **H. Working Conditions:**

Typical office environment. Conducts surveys in laboratories and rural health clinics and may be exposed to biological hazards.

#### **I. Knowledge, Skills and Abilities:**

Knowledge of:

- laboratory practices, procedures, and technology;
- the equipment and materials used in a laboratory;
- technical advances and analytical trends pertaining to laboratories;
- agency, state, and federal rules and regulations regarding certification of laboratories, abortion facilities and rural health care centers.

Ability to:

- monitor and inspect laboratory records and facilities;
- interpret state and federal regulations and pertinent scientific information;
- communicate information clearly and concisely, including technical and persuasive writing;
- establish and maintain effectively communication with coworkers and laboratory staff;
- maintain records and files;
- make presentations to public entities, build alliances, and negotiate;
- discern laboratory needs and formulate intervention programs to improve performance;
- deal tactfully with others;
- provide technical assistance to providers and health care professionals.

#### **J. Licenses and Certification:**

Must be a certified Medical Technologist.