The purpose of the clinical laboratory surveyor occupation is to conduct surveys of clinical laboratories (e.g., hospitals, nursing homes, plasmapheresis centers) as defined by the Clinical Laboratory Improvement Act of 1988 in order to determine compliance with federal legislation, state plasmapheresis laws & related regulations.

This classification is reserved for use by the Department of Health only.

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<tr>
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<th>PAY GRADE</th>
<th>EFFECTIVE</th>
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<tr>
<td>Clinical Health Care Surveyor 1</td>
<td>86131</td>
<td>11</td>
<td>04/04/1993</td>
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**CLASS CONCEPT:**
The developmental level class works under close supervision & requires some knowledge of clinical laboratory survey methods in order to receive training in survey & evaluation techniques of clinical laboratories.

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<td>Clinical Health Care Surveyor 2</td>
<td>86132</td>
<td>12</td>
<td>04/04/1993</td>
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**CLASS CONCEPT:**
The first full performance level class works under general supervision & requires working knowledge of clinical laboratory survey methods in order to independently conduct surveys of clinical laboratories (e.g., hospitals, nursing homes, plasmapheresis centers) for compliance with state & federal clinical laboratory regulations.

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**CLASS CONCEPT:**
The second full performance level class works under direction & requires considerable knowledge of clinical laboratory survey methods in order to act as lead worker (e.g., provides work direction & training) to lower- level clinical laboratory surveyors.
JOB TITLE: Clinical Health Care Surveyor 1

JOB CODE: 86131

B. U.: 11

EFFECTIVE: 04/04/1993

PAY GRADE: 11

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

During one year orientation period, participates in training provided by division of health facilities regulation &/or federal health care financing administration, works with higher-level surveyors individually & in groups to learn to conduct surveys of clinical laboratories as defined by Clinical Laboratory Improvement Act of 1988 for compliance with federal legislation & state plasmapheresis laws & other applicable standards.

Through onsite visits, receives training in survey & evaluation techniques in order to survey & evaluate clinical laboratories individually & as team member, surveys special procedures performed by facilities to include microbiological, immunological, chemical, hematological, immunohematological, cytologic & histological, surveys facilities’ equipment, test methodologies, quality control & procedures defined by Clinical Laboratory Improvement Act of 1988.

Reviews & discusses survey findings with facility managers, explains & clarifies areas of non-compliance problems & discrepancies with facility staff; conducts exit interviews with facility staff to discuss outcome of surveys.

Prepares written reports of results of survey on personal computer/microcomputer using various software (e.g., Wordperfect); recommends certification or re-certification of clinical laboratories in accordance with federal regulations, state laws & guidelines.

Assists higher-level surveyors in gathering evidence (e.g., proficiency test documentation, facility compliance with federal regulations, facility quality control) for cases which require legal action; provides expert testimony before judicial bodies.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of survey; Clinical Laboratory Improvement Act of 1988*; state & federal survey laws, rules & regulations*; clinical laboratory procedures; medical technology; microbiology; chemistry; bacteriology. Skill in clinical laboratory techniques; use of software*; use of personal computer*. Ability to define problems, collect data, establish facts & draw valid conclusions; deal with many variables & determine specific course of action; prepare complex reports & position papers.

(*)Developed after employment.

**COMPETENCIES**

Evaluating Information to Determine Compliance with Standards
Getting Information
Updating and Using Relevant Knowledge

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in microbiology, chemistry, bacteriology, health science, pulmonary function, allied health or related field; 3 yrs. trg. or 3 yrs. exp. in clinical laboratory procedures; valid driver's license.

- Or completion of undergraduate core program in laboratory or medical technology; 2 yrs. trg. or 2 yrs. exp. in clinical laboratory procedures; valid driver's license.

- Or completion of associate core program in laboratory or medical technology; 5 yrs. trg. or 5 yrs. exp. in clinical laboratory procedures; valid driver's license.

- Or successful completion of health education & welfare/health & human services proficiency examination as clinical laboratory technologist pursuant to Section 241 of Public Law 92-603.

- Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.
UNUSUAL WORKING CONDITIONS:
Not applicable.
**JOB TITLE**  
Clinical Health Care Surveyor 2

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**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Independently conducts surveys of clinical laboratories (e.g., hospitals, nursing homes, plasmapheresis centers) for compliance with federal legislation, state plasmapheresis laws & standards, conducts on-site surveys & evaluates clinical laboratories to include survey procedures for specialties (i.e., microbiological, immunological, chemical, hematological, immunohematological, cytologic & histological) performed by facility, checks equipment, test methodologies, quality control, administrative & personnel requirements & conducts complex surveys (e.g., facilities performing multiple specialty & sub specialty testing procedures; facilities with numerous deficiencies, facilities with multiple analyzers or methodologies; previously unregulated facilities).

Reviews survey findings with facility officials/managers in order to discuss non-compliance problems & discrepancies with facility officials/managers; conducts exit interview meetings with facility staff at conclusion of on-site survey to discuss outcome of surveys.

Provides training in completion of survey process as part of initial orientation of new employees &/or cross trains on different providers (e.g., hospital labs, physician office labs, independent labs, plasmapheresis centers).

Prepares written reports of the results of survey on personal computer using software (e.g., Wordperfect); recommends certification or re-certification of clinical laboratories.

Reviews survey packages for completeness; prepares packages for certification & transmittal; prepares cases for hearings; gathers evidence (e.g., facility compliance with federal regulations) for cases which require legal action; provides expert testimony before judicial bodies.

Writes letters in response to problems &/or questions; prepares & delivers speeches to community groups (e.g., providers, consumers).

**MAJOR WORKER CHARACTERISTICS:**
Knowledge of employee training & development*; Clinical Laboratory Improvement Act of 1988*; survey; state & federal survey laws, rules & guidelines; clinical laboratory procedures; medical technology; microbiology; chemistry; bacteriology.
Skill in clinical laboratory techniques; use of software*; personal computer*. Ability to define problems, collect data, establish facts & draw valid conclusions; deal with many variables & determine specific course of action; prepare complex reports & position papers.

(*)Developed after employment.

**COMPETENCIES**
- Evaluating Information to Determine Compliance with Standards
- Getting Information
- Updating and Using Relevant Knowledge

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**
12 mos. trg. or 12 mos. exp. conducting surveys of clinical laboratories applying federal regulations; valid driver's license & in addition, one of following options:

Completion of associate core program in laboratory or medical technology; 5 yrs. trg. or 5 yrs. exp. in clinical laboratory procedures.

- Or completion of undergraduate core program in laboratory or medical technology; 2 yrs. trg. or 2 yrs. exp. in clinical laboratory procedures; valid driver's license.

- Or completion of undergraduate core program in microbiology, chemistry, bacteriology or related field (e.g., health science, pulmonary function, allied health); 3 yrs. trg. or 3 yrs. exp. in clinical laboratory procedures; valid driver's license.

- Or successful completion of Health Education & Welfare/Health & Human Services proficiency examination as Clinical Laboratory Technologist pursuant to Section 241 of Public Law 92-603; valid driver's license.

- Or equivalent of Minimum Class Qualifications For Employment noted above.

4 OF 7
TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:
Not applicable.

UNUSUAL WORKING CONDITIONS:
Not applicable.
**Clinical Health Care Surveyor 3**  
**JOB CODE**: 86133  
**B. U.**: 11  
**EFFECTIVE**: 04/04/1993  
**PAY GRADE**: 13

**JOB DUTIES IN ORDER OF IMPORTANCE**: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Acts as lead worker over lower-level clinical laboratory surveyors (e.g., leads activities of survey teams, sets schedules of surveys to be performed; assigns components of survey to individual team members; coordinates clinical laboratory survey activity with overall facility team leader; monitors & reviews survey documents to assure completion; monitors & assures all components of survey are completed while team is on-site; coordinates exit conference with other team members in accordance with established procedures; reviews reports of team members for accuracy of findings), provides orientation in survey processes; provides cross training of different providers (e.g., hospital labs, physician office labs, independent labs, plasmapheresis centers), trains lower-level surveyors in classroom & field settings; provides feedback to supervisor on surveyor performance (e.g., level of independent functioning, additional training needed), makes recommendations for changes in survey procedures, orientation/training materials, evaluation materials, assists supervisor & higher-level surveyors in planning, preparing & scheduling training sessions).

Conducts surveys of clinical laboratories (e.g., hospitals, nursing homes, plasmapheresis centers) for compliance with federal legislation, state plasmapheresis laws & related standards, conducts on-site visits, surveys & evaluates clinical laboratories to include survey procedures for specialties (i.e., microbiological, immunological); conducts complex surveys (e.g., facilities performing multiple specialty & sub specialty testing procedures, previously unregulated facilities), conducts controversial surveys (e.g., large laboratories performing specialized testing, labs where enforcement is involved or politically sensitive situations).

Makes recommendations for corrections to problems identified in survey; reviews & discusses survey findings & explains & clarifies areas of non-compliance, problems & discrepancies with facility officials/managers; conducts exit interviews meetings with facility staff at conclusion of on-site surveys.

Prepares written reports of results of survey on personal computer using various software (e.g., Wordperfect); recommends certification or re-certification of clinical laboratories.

Reviews survey packages for completeness; prepares packages for certification & transmittal; prepares cases for hearings & gathers evidence (e.g., proficiency test documentation); provides expert testimony before judicial bodies as assigned).

Writes letters in response to problems & questions; prepares & delivers speeches to community groups (e.g., providers; consumers).

**MAJOR WORKER CHARACTERISTICS**:
Knowledge of employee training & development; survey; state & federal survey laws, rules & guidelines, Clinical Improvement Act of 1988*; clinical laboratory procedures; microbiology; chemistry; bacteriology; medical technology. Skill in clinical laboratory techniques; use of software*; use of personal computer*. Ability to define problems, collect data, establish facts & draw valid conclusions; deal with many variables & determine specific course of action; prepare complex reports & position papers.

(*)Developed after employment.

**COMPETENCIES**
Evaluating Information to Determine Compliance with Standards  
Getting Information  
Updating and Using Relevant Knowledge
MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
24 mos. exp. conducting surveys of clinical laboratories applying federal regulations (e.g., CLIA '67 Amend/CLIA '88; 12 mos. trg. or 12 mos. exp. precepting &/or training lower-level surveyors & in addition, one of following options:

Completion of associate core program in laboratory or medical technology; 5 yrs. trg. or 5 yrs. exp. in clinical laboratory procedures; valid driver's license.

-Or completion of undergraduate core program in laboratory or medical technology; 2 yrs. trg. or 2 yrs. exp. in clinical laboratory procedures; valid driver's license.

-Or completion of undergraduate core program in microbiology, chemistry, bacteriology or related field (e.g., health science, pulmonary function, allied health); 3 yrs. trg. or 3 yrs. exp. in clinical laboratory procedures; valid driver's license.

-Or successful completion of Health Education & Welfare/Health & Human Services proficiency examination as Clinical Laboratory Technologist pursuant to Section 241 of Public Law 92-603; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:
Not applicable.

UNUSUAL WORKING CONDITIONS:
Not applicable.