

EMERGENCY SUPPLEMENT GUIDANCE TOOL  
Announcement Number 99051  
March 15, 2002

**State Laboratory Training Coordinator—Position Description Template**

Included in the following table are duties and responsibilities that might be included as part of a position description for a State Laboratory Training Coordinator (SLTC). This position could be proposed as part of Focus Area C, Focus Area G, or both. This "menu" is not intended as an exhaustive list of all activities that might be performed by this individual, rather it is a sampler from which a description could be created depending on the role of the SLTC envisioned by each state department of health laboratory.

<b>Percent of Time</b>	<b>Defined Activities</b>
<b>GENERAL DESCRIPTION</b>	
	As an independent laboratory professional, develops and coordinates training of state and local public health laboratory staff and, where appropriate, clinical laboratory staff, to promote use of best laboratory practice throughout the state to further public health, with particular regard to bioterrorism, other infectious disease outbreaks, and other public health threats and emergencies.
	Coordinates training activities with the laboratory quality assurance unit within the public health laboratory to remedy deficiencies in practice identified during quality assurance (QA) audits.
	Serves as a member of the laboratory QA program committee.
	Serves as liaison between the public health laboratory and non-public clinical laboratories within the state for training activities and other laboratory improvement efforts, both via electronic networks and during on-site visits.
	Remains current with federal, state and local regulations that impact laboratory practice; any changes must be included in training materials.
	The purpose of this position is to provide training and consultation to state public health laboratories, public health/environmental/emergency response professionals and staff. This position is responsible for identifying training needs, designing and conducting training to meet those needs. Activities include providing training courses and workshops on a variety of laboratory subjects. These workshops vary in content, length, location and target audiences.
	Collaborates with the Laboratory Program Advisor (LPA), the Health Alert Network (HAN) Coordinator, other training sponsors, and the Laboratory Bioterrorism (BT) Coordinator to identify and develop a variety of training activities related to laboratory practice.
<b>TRAINING ACTIVITIES</b>	
	Prepares and presents educational materials for diverse types of training that may be presented at the state public health laboratory or off-site.

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	Along with laboratory staff, develop policies and practices as well as training materials to improve pre-analytical aspect of laboratory practice.
	Periodically reviews and updates training materials as technology changes or regulations dictate.
	Plans, schedules and advertises local and offsite workshops.
	Designs self-study materials, videos and modules that participants may use individually or regionally and may use during in-service education sessions. With enhanced electronic network, this will strengthen the distance-education capabilities of the training program.
	Utilizes the Public Health Training and Information Network (PHTN) to deliver technology updates in a timely manner.
	Serves as a resource for other training programs, uses collaborative planning with other agencies including the National Laboratory Training Network (NLTN) to locate and co-sponsor additional training opportunities throughout the state.
	Oversees provider status for continuing education credits
	Determines training needs through customer contact, formal needs assessments and as part of collaborative planning with other professional organizations and training agencies, such as the NLTN.
	Develops technical training to meet specific laboratory training needs in all areas of laboratory testing, laboratory safety, and laboratory management
	Plans, schedules and creatively advertises local and offsite workshops, recruits outside presenters as appropriate, enrolls applicants and oversees collection of fees.
	Prepares training materials such as manuals for use in workshops and develops laboratory methodologies for publication in refereed scientific journals.
	Teaches or facilitates specialized, hands-on technical workshops, locally and offsite, to clinical laboratory scientists and others working in public health.
	Oversees provider status for continuing education credits through the American Society for Clinical Laboratory Science and assigns units of credit to training participants. Maintains related records.
	Coordinates training of appropriate staff in proper collection, processing, and transport of specimens for chemical and biological terrorism agents.
	Serves as state training coordinator for the NLTN.
	Plans laboratory workshops in consultation with laboratory staff. Collaborates with outside partners (NLTN, educational institutions) to schedule sites, speakers, etc. Publicizes training to potential participants through faxes, e-mail, websites, telephone communication and connections with cosponsors and professional colleagues
	Registers participants and coordinates workshop fee collection. Assists with preparation of handout materials as requested. Issues certificates of participation to attendees. Maintains record of completed workshops and transmits appropriate continuing education records to the American Society for Clinical Laboratory Science.
	Schedules teleconferences for and other suitable educational opportunities, registers the laboratory as a satellite downlink site, registers participants and manages the paperwork for documenting and awarding continuing education credits.

<b>OUTREACH ACTIVITIES</b>	
	Plans and presents workshops at the state health laboratory and offsite by invitation. Coordinates teaching material preparation for each workshop, maintains stocks cultures, reagents and equipment for instruction.
	Plans training for state and local laboratory staff in enhanced LIS, electronic surveillance networks for expanded communications and monitoring capabilities for emergency preparedness.
	Coordinate training and competency verification of staff in laboratories designated to provide emergency surge capacity.
	Serves as a technical consults with the public health laboratories and when appropriate non-public clinical laboratories.
	Collaborates with representatives of emergency first-responder groups (EMS, fire, law enforcement, Hazmat, etc.) to develop and/or conduct training in the field and in-house laboratory testing for the chemical and biological terror agents
	Coordinates student rotations and laboratory tours of physicians and other visitors through the state public health laboratories. Acts as contact with state medical technology programs and schedules of visiting students.
	Provides link between the state public health laboratory and the NLTN. Facilitates NLTN programs presented in the state and elsewhere.
	Develops unique training materials including electronic media for use in laboratory workshops as requested.
	Establishes and maintains working relationship with university and medical center staff who can provided faculty, training facilities, consultation on issues related to laboratory medicine and public health laboratory practice.
	Coordinates external quality assurance activities for both public health and clinical and physician office laboratories.
	Develops and where appropriate delivers training in a remedial context to assist laboratories to meet regulatory standards for certification.
	Evaluates state-wide training activities as to impact on laboratory practice
	Serves a technical consultant to state/county/local public laboratories and private/public clinical and physician office laboratories relative to laboratory practice and regulatory issues.
	Plans, coordinates and supervises evaluation of new clinical laboratory methods, products and equipment appropriate for use in district sites and makes recommendation regarding adoption of new tests. This information would also be available to clinical laboratories.
	Coordinates, as appropriate, training activities with other states or regions where common practices would enhance protecting public health in a geographic region.
	As part of special emphasis on bioterrorism preparedness and overall assessment of laboratory practice, assess the rule out capability with challenge sets simulating agents of bioterrorism
	Coordinate proficiency testing within the state and local public health laboratory and when the state public health laboratory provides such samples.

In developing any position description, the process must conform with the existing policies and document formats specific for your laboratory. In addition to the specific types of duties listed above, the description might include:

- a list of skills, aptitudes, and competencies
- measurable performance standards
- percentage of time assigned to each duty or responsibility
- necessary education, training, and experiences required
- where appropriate, supervision given and/or received