

UW HEALTH JOB DESCRIPTION

Assisted Reproductive Technologist (ART Lab Scientist)

Job Code: 510025

FLSA Status: Non-Exempt

Mgt. Approval: Z. Beyhan

Date: December 2022

Department: Generations Fertility Care

HR Approval: J. Olson

Date: December 2022

JOB SUMMARY

The Assisted Reproductive Technologist is responsible for performing complex tests and procedures and is held accountable for critical decisions which directly affect patient care. Duties require significant interaction with the clinical staff of Generations Fertility Care and physicians of the Department of Obstetrics and Gynecology for interpretation of complex test results and procedures. Under minimal general supervision, primary duties include, but are not limited to:

- Clinical and quality control assays (semen analysis and mouse embryo culture assay)
- Clinical andrology procedures (semen preparation for intra-uterine insemination and cryopreservation of sperm)
- Assisted reproductive procedures (retrieval and identification of human oocytes, in vitro fertilization (IVF), intracytoplasmic sperm injection, embryo biopsy, embryo transfer and cryopreservation) as well as any other tasks assigned to maintain and operate the embryology laboratory for which training has been provided under the supervision of the laboratory director or supervisor.

MAJOR RESPONSIBILITIES

1. Assist with the development and maintenance of laboratory policies and procedures.
2. Perform laboratory testing using manual and automated technology as detailed in the department procedures. Duties may include:
 - a. Daily laboratory QC
 - b. Prepare QC charts and forms
 - c. Prepare laboratory reagents
 - d. Monitor gas and liquid nitrogen levels and change as needed
 - e. Monitor patient procedure schedule and communicate to laboratory staff
 - f. Prepare and QC medium used in procedures
 - g. Toxicity test all contact materials using mouse embryo assay (MEA)
3. Perform semen analysis and prepare semen specimens for in vitro fertilization (IVF), intrauterine insemination (IUI), and anonymous donor insemination (ADI).
4. Perform assisted reproductive technology (ART) procedures including:
 - a. Retrieval and identification of human oocytes
 - b. Insemination of human oocytes via conventional insemination (IVF) or intracytoplasmic sperm injection (ICSI)
 - c. Fertilization assessment of human oocytes post-insemination
 - d. Assessment of embryo quality
 - e. Embryo transfer
 - f. Embryo biopsy
 - g. Embryo cryopreservation
 - h. Warming of cryopreserved embryos
5. Complete accurate testing, interpretation, and reporting of results.
6. Provide consultation to health care clinicians.
7. Maintain accurate confidential records of laboratory activities as they relate to direct patient care.
 - a. Review patient charts for pertinent information
 - b. Complete and print post-cycle reviews
 - c. Enter patient information into patient database(s) as required (e.g., Access, SART)
 - d. Complete billing forms for lab procedures
 - e. Perform inventories of biological specimens
 - f. Receive donor sperm
 - g. Receive, catalog, and store body fluids and biological materials per protocol
 - h. Prepare billing for embryo and semen storage
 - i. Prepare documentation for shipment of patient's semen and embryos
8. Assist with maintaining inventory and supplies for the operations of the laboratory to include ordering of lab supplies, tracking shipments, and logging receipts.
9. Stay current with new technologies and methodologies. Make recommendations of new technology or process improvements.
10. Implement the scientific research and technical development of the laboratory under supervision.

UW HEALTH JOB DESCRIPTION

11. Assist with validation studies for new instruments, methods, procedures, and tests.
12. Perform equipment preventative maintenance.
13. Follow the quality assurance plan and appropriate monitors. Prepare reports for Quality meetings.
14. Complete and report proficiency testing, ensuring proper specimen processing and examination, timely reporting, and follow-up of performance problems.
15. Actively participate in the laboratory plan to assure continual accreditation readiness.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

| | | |
|---|-----------|--|
| Education | Minimum | Bachelor's Degree in Medical Technology or Chemical, Physical, Biological, or Clinical Laboratory Science |
| | Preferred | |
| Work Experience | Minimum | Working knowledge and/or ability to perform semen analyses and prepare semen specimens for artificial insemination and IVF |
| | Preferred | <ul style="list-style-type: none"> • Three (3) years of experience in an ART laboratory with emphasis on skills related to work area • Working knowledge and/or ability to perform all of the procedures and techniques used in ART and IVF at Generations Fertility Care |
| Licenses & Certifications | Minimum | |
| | Preferred | <ul style="list-style-type: none"> • Medical Technologist (American Society for Clinical Pathology) or equivalent • Technical Supervisor (American Board of Bioanalysis) |
| Required Skills, Knowledge, and Abilities | | <ul style="list-style-type: none"> • Knowledge of basic reproductive physiology • Demonstrated analytical skills • Demonstrated organizational skills • Strong communication skills • Ability to work independently • High degree of accuracy, reliability, and responsibility • Knowledge of good laboratory practices which comply with regulations imposed by agencies such as TJC, CAP, FDA, and CLIA • Knowledge of standard laboratory safety procedures • Knowledge of quality control and quality assurance principles and proficiency in testing procedures • Weekend and holiday rotation is an integral part of the profession and is required based on needs of the practice |

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

| | | | |
|--|-----------------------------|-------------------------------------|------------------------------|
| | Infants (Birth – 11 months) | <input checked="" type="checkbox"/> | Adolescent (13 – 19 years) |
| | Toddlers (1 – 3 years) | <input checked="" type="checkbox"/> | Young Adult (20 – 40 years) |
| | Preschool (4 – 5 years) | <input checked="" type="checkbox"/> | Middle Adult (41 – 65 years) |
| | School Age (6 – 12 years) | <input checked="" type="checkbox"/> | Older Adult (Over 65 years) |

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

UW HEALTH JOB DESCRIPTION

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

| Physical Demand Level | | Occasional Up to 33% of the time | Frequent 34%-66% of the time | Constant 67%-100% of the time |
|--|--|--|---|---|
| | Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met. | Up to 10# | Negligible | Negligible |
| | Light: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met. | Up to 20# | Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls | Negligible or constant push/pull of items of negligible weight |
| X | Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds. | 20-50# | 10-25# | Negligible-10# |
| | Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds. | 50-100# | 25-50# | 10-20# |
| | Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds. | Over 100# | Over 50# | Over 20# |
| List any other physical requirements or bona fide occupational qualifications: | | | | |

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.