

UW HEALTH JOB DESCRIPTION

Embryologist Sr

Job Code: 510026	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 Senior Embryologist is responsible for performing the most complex tests and procedures and is held accountable for critical decisions which directly affect patient care. The Senior Embryologist functions at the full performance level for assigned areas of responsibility and is expected to work independently. 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. 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 Technology (ART) procedures (retrieval and identification of human oocytes, in vitro fertilization, intracytoplasmic sperm injection, embryo biopsy, embryo transfer and embryo cryopreservation)
- Any other tasks assigned/delegated by the lab director to help implement the laboratory's quality management program, including but not limited to: assisting with writing and implementing laboratory policies and procedures, proficiency testing, and competency assessment activities

MAJOR RESPONSIBILITIES

General Responsibilities

1. Develop and maintain teaching/training materials. Assist the Supervisor or Director in assessing training and recommend in-service training.
2. Assist with leadership of the department to maintain operations. Serve as a mentor to other lab staff.
3. Participate in inspection readiness for appropriate regulatory and accreditation agencies.
4. Keep current with new technologies and methodologies. Evaluate and make recommendations of new technology or process improvements.
5. Write and maintain current procedure manual(s) in approved accreditation format.
6. Assist with the development, maintenance, and control of laboratory policies and procedures.
7. Assist in the total quality management in all aspects of training, testing, and quality review. Assist in quality assurance and proficiency testing activities.
8. Participate in the development of presentations about lab activities/projects for department staff meetings, higher education classes, lab-wide meetings, etc.
9. Serve as a liaison to coordinate research projects within the department. This includes workflow, communication with staff, billing, reporting, maintaining supply inventory, and training.
10. Assist with the billing process, ensuring appropriate use of CPT coding and capturing of charges.
11. Perform laboratory testing using manual and automated technology.
12. Perform semen analysis, preparation of semen specimens for in vitro fertilization (IVF), intrauterine insemination (IUI), and anonymous donor insemination (ADI).
13. 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

Senior Level Responsibilities

1. Coordinate workflow throughout the laboratory to ensure quality results are reported in a clinically useful time frame.
2. Assist the Supervisor or Director with assessing, coordinating, documenting, and scheduling training and competency testing.
3. Communicate and/or clarify procedural and policy changes to other staff.
4. Perform duties such as writing policies, submitting and responding to Patient Safety Network (PSN), troubleshooting QA variance reports, and reviewing results.
5. Assist with maintaining inventory and supplies for the operations of the laboratory.

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6. Receive, catalog, and store body fluids and biological materials per protocol.

Technical Specialist Responsibilities

1. Provide leadership for the testing, interpretation, and reporting of results.
2. Develop and oversee validation studies for new instruments, methods, procedures, and tests.
3. Accountable for the oversight of maintenance and perform advanced troubleshooting and problem-solving.
4. Oversee the inventory of supplies and reagents and apply principles of asset management.
5. Assist with the purchasing functions (interact with Procurement, write specifications, call companies, research and evaluate products/technology).

Education Coordinator Responsibilities

1. Consult with faculty and other program administrators to devise and implement teaching programs (e.g., OB/Gyn Resident, medical students, and post-doctoral fellows).
2. Monitor all educational activities to ensure that objectives are met. Ensure that educational activities are appropriate and current, teaching is timely and complete, and duration and scope of teaching meets the needs of the individual.

Quality Assurance Coordinator Responsibilities

1. Oversee quality activities and programs including method and instrument evaluations, quality control processes, materials, documentation, and data analysis in accordance with lab policies and accreditation agencies.
2. Collaborate with Reproductive Endocrinology and Infertility staff to develop and review the quality assurance plan with appropriate monitors. Assist with the summary of these monitors and report as needed.
3. Evaluate and assure ongoing progress of performance improvement activities. Resolve identified problems and maintain or improve service quality. Serve as expert for developing effective quality monitors.
4. Coordinate proficiency testing, ensuring appropriate enrollment or alternative method, proper specimen processing and examination, timely specimen and result tracking, and thorough follow-up of performance problems.
5. Develop and oversee a plan to assure continual accreditation readiness in collaboration with the Supervisor or Director.

Competency Testing Coordinator Responsibilities

1. Coordinate competency program according to accrediting agency requirements, FDA requirements, and lab policy.
2. Develop annual competency plan with approval by the Supervisor or Director. Work with the Supervisor or Director to ensure the Competency Plan is meeting the needs of the department

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	<ul style="list-style-type: none"> • Four (4) years of related work experience • Working knowledge and/or ability to perform all procedures and techniques used in ART and IVF at Generations Fertility Care • Working knowledge and/or ability to perform semen analyses and prepare semen specimens for artificial insemination and IVF
	Preferred	
Licenses & Certifications	Minimum	
	Preferred	Technical Supervisor (American Board of Bioanalysis)
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Demonstrated problem-solving skills • Demonstrated analytical skills • Demonstrated organizational skills • Demonstrated leadership skills • Strong communication skills • Strong attention to detail • High degree of accuracy, reliability, and responsibility • Knowledge of TJC, CAP, FDA, and CLIA regulations related to work area

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	<ul style="list-style-type: none"> • Knowledge of quality control and quality assurance principles and proficiency in testing procedures • Knowledge of adult training methods and teaching skills • Provide documented completion of training in and performance of a minimum of 60 ART procedures, 30 of which occur under the supervision and attestation of the training laboratory • Ability to perform 20 procedures or an equivalent satisfactory number to maintain technical proficiency • Ability to maintain competency by obtaining a minimum of 24 hours of documented CEUs every two (2) years • Weekend and holiday work rotation is an integral part of the profession and is required based on the needs of the practice
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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,

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

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
<input type="checkbox"/> 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
<input type="checkbox"/> Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	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
<input checked="" type="checkbox"/> 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#
<input type="checkbox"/> 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#
<input type="checkbox"/> 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#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:			

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.