STANDARD OPERATING PROCEDURE TEMPLATE · PERSONNEL, TRAINING AND COMPETENCY

Job Description: Technical Consultant

Governing requirement: 42 CFR 493.1411 (qualifications) and 493.1413 (responsibilities)

Applies to: ☐ Waived ☑ Moderate complexity ☐ High complexity

Laboratory name		**CLIA number**	
Document number		**Version**	
Effective date		**Next review due**	
Author		**Department / section**	
Approved by (laboratory director)		**Director signature**	
Approval date		**Supersedes document**	

Important: Template only. Before use, this document must be reviewed, adapted to your laboratory's instruments, test systems and the manufacturer's instructions, and approved, signed and dated by the laboratory director. Check current federal, state and accreditation requirements. Not legal advice. Sound Lab Consultants is not affiliated with or endorsed by CMS, CDC, FDA, OSHA, CAP, COLA, The Joint Commission, CLSI or any manufacturer.

1. Purpose

To define the duties, qualifications and reporting lines of the Technical Consultant position as required by CLIA Subpart M.

2. Scope

The Technical Consultant position at **[Laboratory name]** for **[Complexity of testing covered]** testing.

Laboratory name	
Complexity of testing covered	

3. Responsibility

- Laboratory director: ensures staff are qualified, trained and competent before testing and signs delegations.
- Technical consultant / technical supervisor: performs or delegates training and competency assessment.
- Supervisor / manager: maintains personnel records and schedules training and assessments.
- Employee: completes training, keeps credentials current and reports changes.

4. Definitions

Technical Consultant: Must meet 42 CFR 493.1411.

5. Materials, equipment and records

- Copies of diploma, transcript or primary source verification
- State license, if required **[State license type]**

State license type	

- Signed job description

6. Procedure

1. Position title: Technical Consultant. Reports to: **[Reports to]**. Hours / schedule: **[Schedule]**.

Reports to	
Schedule	

2. Selects test methodology appropriate to the clinical use of results.

3. Verifies test procedures and establishes the laboratory's performance criteria.

4. Enrolls the lab in PT and reviews results.

5. Establishes the QC program and ensures acceptable performance.

6. Resolves technical problems and ensures remedial action is taken.

7. Identifies training needs and evaluates competency of testing personnel using all six required elements, semiannually in the first year and annually after.

8. Qualifications: meets 42 CFR 493.1411 and any state requirement. Documentation on file: **[Qualification documents on file]**.

Qualification documents on file	

9. Required training before independent work: **[Required training]**.

Required training	

10. Competency is assessed per the competency assessment SOP.

11. Employee and laboratory director sign and date this job description; update it when duties change.

7. Quality control

• Verify qualifications before the employee starts work; keep evidence in the personnel file.

8. Interpretation, reporting and documentation

• Keep the signed job description in the personnel file.

9. Limitations and cautions

• Qualification requirements were revised by CMS effective December 28, 2024; confirm the current eCFR text and state rules before hiring.

• This is a generic template. Adapt it to your instruments, test systems, manufacturer instructions, state law and accreditation standards before use.

10. References

• eCFR, 42 CFR Part 493 Subpart M: Personnel for nonwaived testing
https://www.ecfr.gov/current/title-42/part-493/subpart-M

• CMS, State Operations Manual Appendix C: Survey procedures and interpretive guidelines for laboratories
https://www.cms.gov/regulations-and-guidance/guidance/manuals/downloads/som107ap_c_lab.pdf

• eCFR, 42 CFR 493.1411 https://www.ecfr.gov/current/title-42/section-493.1411

• eCFR, 42 CFR 493.1413 https://www.ecfr.gov/current/title-42/section-493.1413

11. Lab-specific notes

Notes and local requirements	

12. Revision history

Version	Date	Description of change	Author	Approved by

13. Annual review log

Procedures and changes must be approved, signed and dated by the current laboratory director before use (42 CFR 493.1251(d)).

Review date	Reviewed by	Signature	Changes needed (Y/N)	Comments

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