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# Example of Testing Coordinator Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of testing coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for testing coordinator

* Regularly monitors and reviews the status of referred testing to assure that results are received and made available to physicians within established turnaround times
* Reviews Outstanding Specimen Report (OSR) and pending referral testing issues
* Communicates and troubleshoots any problem specimens in a timely manner
* Handles inquiries regarding referral testing specimen requirements, submission process, and testing schedule
* Monitor PT testing subscription levels received from PT providers
* Selects test methodology appropriate for the clinical use of the test results
* Enrollment and participation in HHS-approved proficiency testing program commensurate with the services offered
* Resolves technical problems, and documents that remedial actions are taken whenever test systems deviate from established performance specifications
* Member of the POCT Committee
* MLT/MT Clinical Site coordinator – oversees MLT/MT students/coordinates their learning activities/liason between MLT/MT school and technologists

## Qualifications for testing coordinator

* Licensed as Medical Laboratory Technician strongly preferred
* 3 years of Laboratory Assistant experienced required
* Bachelor' s degree or equivalent combination of educations year of Epic implementation experience, specifically testing experience
* BA or BS in Medical Technology, Chemical or Biological Science
* Minimum four (4) years of training/ experience in a clinical laboratory area(s) and/ or demonstrated ability to perform the duties of a CLIA general supervisor
* Working knowledge of JCAHO, COLA, CLIA, OSHA and CDHS requirements