

Job Function and Tasks of a Bioscience Technical Specialist I

Bioscience Technical Specialist: Performs experiments and assays, manufactures products, or assists with research using a variety of technical skills, under supervision.

Tasks

JOB FUNCTIONS					
Job Function A: Perform Tests/Assays	A-1 Obtain and read protocol, test procedure, SOP	A-2 Prepare sample for testing	A-3 Check equipment	A-4 Determine acceptability and optimum conditions of reagents for tests	A-5 Assess acceptability/appropriateness of specimen
Job Function B: Manufacture Products	B-1 Follow SOP and batch record (protocol or procedure)	B-2 Obtain raw material	B-3 Set up equipment according to process requirements	B-4 Perform cleaning (manual/CIP) and sterilize (autoclave/SIP)	B-5 Prepare buffers and solutions
Job Function C: Obtain Specimens or Materials	C-1 Request tests	C-2 Match request to test sample	C-3 Prepare patient (mentally, physically); prepare animals	C-4 Obtain and label sample/specimen	C-5 Handle, transport, store sample, including legal requirements
Job Function D: Process Materials	D-1 Organize compounds	D-2 Prepare buffers, reagents	D-3 Set up and work reactions		
Job Function E: Control Inventory	E-1 Monitor and record inventory; keep census of animals	E-2 Order supplies, reagents, animals	E-3 Date, label, store supplies and/or reagents; identify animals	E-4 Verify incoming delivery accuracy	E-5 Check expiration dates and lot numbers
Job Function F: Maintain Equipment and Facility	F-1 Check calibration and perform system diagnostics	F-2 Validate or confirm processes, equipment, facilities, kits, vendor products	F-3 Perform or schedule preventive maintenance	F-4 Clean work area according to SOPs	F-5 Sample environment
Job Function G: Observe and Document Safe Practices	G-1 Maintain and follow chemical hygiene plan	G-2 Follow universal precautions for biological pathogens	G-3 Use protective equipment	G-4 Observe rules of safety with radioactive materials	G-5 Observe rules of electrical safety
Job Function H: Comply with Current Accreditation and Government Regulations	H-1 Follow regulations: FDA (GMPs and GLPs)	H-2 Follow regulations: OSHA	H-3 Follow regulations: USDA	H-4 Follow regulations: NIH	H-5 Follow regulations: CDC
Job Function I: Maintain Quality Assurance	I-1 Inspect, release incoming inventory	I-2 Check, verify integrity of the product, procedure, specimen	I-3 Use test standards, controls	I-4 Maintain QA logs	I-5 Follow policies and procedures
Job Function J: Evaluate, Document, and Report Results	J-1 Collect data	J-2 Perform calculations	J-3 Perform basic statistical analysis	J-4 Evaluate validity of results	J-5 Identify abnormal results
Job Function K: Communicate and Document Information (Written, Oral, Electronic)	K-1 Interact with vendors, colleagues, and clients	K-2 Coordinate tasks with coworkers	K-3 Write or update protocols, procedure manuals, and reports for validation	K-4 Write memos and letters	K-5 Make oral presentations
Job Function L: Perform Initial Research	L-1 Assist with design of research protocol	L-2 Research literature	L-3 Maintain laboratory notebook		
Job Function M: Care For Research Animals/Plants	M-1 Monitor health and maintain health records	M-2 Feed and water animals/plants	M-3 Receive and transport animals/plants	M-4 Monitor housing conditions	M-5 Restrain and handle animals
Job Function N: Maintain Professional Competency	N-1 Participate in training and cross-training	N-2 Maintain awareness of accreditation and government regulations	N-3 Participate in continuing education and professional organizations	N-4 Pursue additional certification and degrees	N-5 Read technical literature

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A-6 Perform tests/ assays: chemical, biological, clinical, environmental, robotic, mechanical	A-7 Perform histotechniques where needed	A-8 Return, archive, or dispose of samples				
B-6 Start up production	B-7 Operate reactors and recover product	B-8 Obtain, process, and store product samples (applies to all manufacturing steps)	B-9 Purify product	B-10 Formulate, fill, and inspect product	B-11 Label and package product	B-12 Distribute final product
C-6 Assess acceptability/ appropriateness of specimen						
E-6 Maintain separate in-process, quarantine, and release areas	E-7 Maintain and store manufactured products inventory					
F-6 Implement systems updates	F-7 Maintain equipment logs	F-8 Troubleshoot and repair equipment (work order)	F-9 Label equipment and facilities	F-10 Ensure clean room integrity		
G-6 Attend required trainings	G-7 Handle, contain, and dispose of hazardous materials	G-8 Maintain safety equipment	G-9 Observe procedures for the safe use of instruments and cylinders			
H-6 Follow regulations: CLIA	H-7 Follow regulations: NRC	H-8 Follow state and local regulations	H-9 Follow industry and professional regulations			
I-6 Monitor production lines	I-7 Document customer complaints	I-8 Take and document corrective action according to SOP or as directed	I-9 Participate in proficiency testing	I-10 Ensure turnaround time		
J-6 Document and report test results	J-7 Obtain written or verbal verification					
K-6 Process information using computers	K-7 Notify appropriate persons about problems and observations	K-8 Document communication of information				
M-6 Clean housing and sterilize cages	M-7 Participate as a member of the research team	M-8 Monitor and maintain animal safety				
N-6 Document training	N-7 Promote community education	N-8 Maintain professional demeanor				