Instructions for Authorizing Selective Certification Requirements

Clinical Laboratory Specialist/Medical Technologist License

(Delegated)

1. **Coverage**

Positions assigned tasks requiring possession of a valid license as a Clinical Laboratory Specialist or Medical Technologist with the State of Hawaii, Department of Health.

1. **Procedures**
	1. Employing Department Preparation and Approval of HRD 283

Appropriate program personnel shall be provided a copy of these instructions and shall provide the information on the assigned tasks and other circumstances requiring a Clinical Laboratory Specialist or Medical Technologist License.

The employing department’s classification staff shall review the information in Parts I and III to insure that the facts provided are accurate and adequately stated and that the need for licensure is a genuine job requirement supported by business necessity.

The departmental human resources officer or authorized representative shall certify to these duties and circumstances, and concurrently, approve the selective certification requirements (SCR) on behalf of the director of DHRD), in Part V of the HRD 283.

* 1. Reporting

The employing department shall:

* Annotate the appropriate position records in HRMS in accordance with established procedures for delegated selective certification (SCD) actions, and
* Send one copy of the approved HRD 283 to DHRD/ECCD.
	1. Post Audit

If post audit indicates that documents do not contain sufficient justification for the action, the employing department classification staff will be notified.

1. **Duration**
	1. Reallocations Under Delegation Procedures

When a position is reallocated via HRD-1 for recruitment purposes, the SCR will remain in effect. However, the requirements established in the SCR are applicable only to the class/level for which they were established.

* 1. Other Reallocations/Redescriptions

When a position is redescribed, the SCR is automatically cancelled unless continuation of a selective certification is indicated on the HRD-1; also, include a statement that the duties requiring selective certification continue to exist. (Attach one copy of the existing delegated selective certification to the back of the position description.)

1. **Employing Department Responsibilities**
	1. Existing SCR’s shall be reviewed by the employing department prior to filling the position to ensure that the tasks and other circumstances have not changed and still support the requirement for licensure.
	2. Existing SCR’s shall be applied by the employing department in screening applications for internal employee movements.
	3. The employing department is responsible for informing the Employee Staffing Division, DHRD, of approved SCR’s by posting the words “Clinical Laboratory Specialist License or Medical Technologist License, approved (*date*)” on the requisition for eligibles.

SELECTIVE CERTIFICATION REQUIREMENT

Clinical Laboratory Specialist/Medical Technologist License

(Delegated)

1. Position Identification

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Position No. | Click here to enter text. | Authorized Class Title | Click here to enter text. | Authorized Class Code | Click here to enter text. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dept | Click here to enter text. | Division | Click here to enter text. | Branch | Click here to enter text. |

1. Special Requirement

The provisions of 42CFR 493.1489, Chapter 11-110.1 of the State of Hawaii Administrative Rules (HAR), and the Clinical Laboratories Improvement Amendments of 1998 (CLIA-88), require certification of all laboratories that perform testing on human specimens. Certified laboratories are required to use only personnel possessing a current license issued by the State in which the laboratory is located. The provisions of Chapter 11-110.1 HAR require licensure of individuals who perform testing of human specimens for clinical diagnosis or medical management.

1. Duties Requiring Licensure as a Clinical Laboratory Specialist or Medical Technologist

The specific duties which involve testing of human specimens for clinical diagnosis or medical management must be clearly identified to assure that the need for licensure is a genuine job requirement.

1. Describe the duties requiring licensure (e.g., type of test, what is being tested, the frequency & purpose, etc.)

|  |
| --- |
| Click here to enter text. |

1. Program Resource

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Click here to enter text. | Phone No. | Click here to enter text. |

|  |  |
| --- | --- |
| Official Title | Click here to enter text. |

1. Departmental Certification

The officially assigned, essential duties, as described above, of the position require the position to perform testing on human specimens for clinical diagnosis or medical management.

These duties are currently reflected in, or hereby incorporated into, the official position description of the position.

Certification of eligibles shall therefore be restricted to those applicants who meet the minimum qualification requirements of the class and possess a current Clinical Laboratory Specialist or Medical Technologist license issued by the State of Hawaii Department of Health, or are eligible to obtain such licensure.

Licensure as a Clinical Laboratory Specialist or Medical Technologist with the State of Hawaii, Department of Health must be obtained prior to, or upon appointment.

|  |  |  |  |
| --- | --- | --- | --- |
| DATE APPROVED: | Click here to enter a date. |  |  |
|  |  |  | Signature of the Department Head or Authorized Representative |