# ISSUED January, 1993

**REVISED February, 2005**

# SUPERSEDES

# TITLE Embryologist CLASSIFICATION GRADE 08

# SPECIALTY GRADE 78

BASIC FUNCTION AND RESPONSIBILITY

Perform in vitro lab procedures used in the diagnosis and treatment of male and female infertility by IVF-ET, PROST, and GIFT. Supervise all operational activities of IVF lab and perform all in vitro procedures on 24 hour/day basis during on-call schedule. Coordinate and schedule clinical and laboratory IVF procedures with Endocrine physicians and nursing staff.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Perform, evaluate, and train other CLT I's, II's, and III's in performance of clinical in vitro tests and procedures according to written protocols, used in the treatment of male and female infertility by IVF-ET, PROST, and GIFT.

Maintain and/or operate centrifuges, microscopes, laminar flow hoods, incubators, pH meters, fyrites, thermometers, osmometers, analytical balances, controlled-rate cell freezers, automated semen analyzer, water purification system, and gamete micromanipulation systems according to certification standards set forth by various accreditation agencies and IVF Lab Procedure Manuals.

Schedules service and repair of equipment.

Preparation and/or monitor culture media with quality control assays for IVF-ET, PROST, or GIFT in accordance with accreditation requirements.

Maintain patient records and computer databases in accordance with general lab procedures and accreditation requirements.

Coordinate and schedule IVF-ET, PROST, GIFT, end frozen embryo transfers with Endocrine physicians and nursing staff.

Provide patient lab-related embryology and andrology information to staff members.

Assist in the development and review of new lab procedures, protocols, and quality control forms.

Assist in preparing written competency tests for CLT I's, II's, and/or III's over written protocols and general lab procedures.

Monitor quality control/assurance records and CLT I, CLT II, and/or CLT III rotational responsibility checklists.

Culture/manipulate human gametes for clinical IVF-ET, PROST, or GIFT.

Freeze and thaw human embryos for uterine or fallopian tube transfer.

Explain gamete micromanipulation procedures to male-factor patients and obtain signed consent forms.

Review all lab protocols and quality control forms and interpret patient results.

Coordinate communication and scheduling with physicians and nurses, and make scheduling decisions, and monitor performance of all IVF procedures during on-call period.

Assist with the implementation of new accreditation requirements in the areas of data recording, evaluation, and organization of quality control forms to meet JCAHO, CAP, CLIA, AATB, OSHA, and "Wyden Bill" inspection standards.

Analyze results of in vitro infertility tests to determine optimal methods for preparing gametes for infertility treatment.

Maintain effective working relationships with faculty, staff, students and the public.

*In addition to the duties and responsibilities noted above, the position description must include statements from*[*UI Health Care Core Values (WECARE)*](https://uihc.org/mission-vision-and-core-values)*for Health Care positions or*[*Universal Competencies*](https://hr.uiowa.edu/careers/competencies/universal-competencies)*for all other positions.*

SUPERVISION RECEIVED

Supervision is received from a Director, Assistant Director or other designated official.

SUPERVISION EXERCISED

Functional supervision is exercised over support.

### QUALIFICATIONS

A Bachelor's degree in natural and/or health sciences or an equivalent combination of education and experience is required; a Master’s degree is desirable.

Reasonable (1-3 years) experience in andrology and embryology procedures in a human IVF lab using verbal and written instructions/protocols and animal models is required

Successful completion of 30 IVF procedures under the supervision of a Lab Director certified in Embryology is required.

Must maintain embryology competency by performing a minimum of 20 IVF procedures annually

Demonstration of outstanding capabilities as a practitioner and as a teacher in the area of specialization is required.

Excellent written and verbal communication skills are required.