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Title: Toxicology Lab Scientist - LC-MS Analyst
Reports to: Toxicology General Supervisor
Effective Date: 1-14-21

Position Summary: Position is responsible for the analysis of human urine and oral fluid samples for drug confirmation analysis via LC-MS/MS instrumentation. Analyst is responsible for building and submitting patient batches, analyzing and reviewing calibrators and controls for batch acceptance, processing and reviewing unknown patient samples and performing daily, weekly and monthly maintenance on the instruments. Position requires ability to troubleshoot issues with instrumentation or results and correct issues as they arise.

Job Specific Duties and Responsibilities:

- Build and submit patient batches on the LC-MS/MS instrumentation
- Process and review calibrators and controls to determine batch acceptance per internal quality control procedures
- Process and review all patient data per internal procedures for identifying positive results
- Upload patient data to LIS and verify all samples have been processed, reviewed and uploaded to the LIS
- Maintain the LC-MS/MS instruments according to internal maintenance schedules. Troubleshoot any issues that arise during normal sample analysis.
- Participate in any method validation studies that need to be performed and coordinate validation efforts with prep team
- Participate in the proficiency testing program
- Communicate with management when any problems arise than cannot be resolved

Qualifications:

Required:

- Associate's degree in hard science in combination with a MLT certification

Preferred:

- Bachelor's degree in a hard science (Chemistry, Biology, Biochemistry) or related field
- Previous experience running LC-MS/MS instrumentation, with preference to AB Sciex 4500 and 5500 MS instruments.
- Previous experience processing, interpreting and reviewing urine and oral fluid LC-MS/MS confirmation data

Knowledge, Skills, and Abilities:

- Excellent laboratory skills
- Excellent analytical mindset and troubleshooting skills
- Strong LC-MS/MS maintenance, data processing and reviewing skills
- Strict attention to detail and quality procedures
- Strong organizational and communication skills
- Commitment to both our clients and their patients to provide the most accurate test results possible, in a timely fashion
- Ability to work overtime as needed

Who We Are:

Helix is a value-based, state-of-the-art clinical laboratory on a mission to elevate the lab space through compliance, high ethics, innovation and a best in class client experience. Helix incorporates the latest technology and methods to provide comprehensive diagnostics including toxicology testing, pathogen detection, blood testing and Pharmacogenomics (PGx) testing.

Expected Use and Disclosure of Protected Health Information:

Employees in this position are expected to have access to protected health information and other confidential business information from throughout the organization as is needed to fulfill their responsibilities in evaluating and reducing risk to the organization. No protected health information will be disclosed outside the organization unless specifically required by state or federal law.

*This document is intended to describe the general nature and level of work performed and the requirements of the position. It is not intended to serve as an exhaustive list of all duties, skills and responsibilities of personnel so classified; nor is it intended to limit the right of any leader to assign or direct employees under his/her direction.