STATEMENT OF WORK (SOW)
FOR
PROGRAM SPECIALIST

SCOPE.

Under this task order, the contractor will independently provide support services to satisfy the overall operational objectives of the Laboratory of Pathology, Center for Cancer Research, National Cancer Institute. The primary objective is to provide services and deliverables through performance of administrative support services.

ORGANIZATION.

Laboratory of Pathology
Center for Cancer Research
National Cancer Institute

Office of the Chief / Clinical Operations
Building 10, Room 3N238
10 Center Drive
Bethesda, MD 20892-1500

TASKS/SERVICES. The contractor shall:

- Quality Management
  - Compile raw patient quality control and quality management data reports in the SoftPath DX system.
  - Correlate the receipt of QA data with pathologists and laboratory supervisors.
  - Perform root-cause-analysis investigation of significant QA outliers and implement corrective actions.
  - Coordinate with Pathology Residents about their Quality Indicator Projects.
  - Coordinate the QM Committee monthly meetings and agendas.
  - Compile results of QA data and organize into monthly reports.
  - Perform an annual review of the LP-wide QM program.
- Regulatory Compliance
  - Revision of policies and procedures to ensure compliancy with College of American Pathologist (CAP) requirements.
  - Serves as liaison with the Hospital Safety Committee for the Joint Commission.
  - Organize and file Environment of Care (EOC) and environmental monitor control records for the onsite College of American Pathologist Inspection (CAP).
  - Assist with document control and transferring all policies and procedures to the new MediaLab platform.
  - Updating policies and procedures and maintaining each sections' content on the
- Site Visit
  - Coordinate and organize documents and write ups from PI's for the Site Visit.
  - Assist the branch chief in Site Visit preparation.
  - Coordinate meetings between staff and clinicians involved in Site Visit.

- Coordinate with CCR leadership to ensure LP is properly prepared for Site Visit.
- Relay information from CCR to LP Staff regarding Site Visit.

DELIVERABLES. Upon request, the contractor shall provide documentation evidence of any and or all their work product, including, but not limited to, the following tasks:

- Work products and documents related to Quality Management from raw data; outlier investigation; monthly reports; annual review of the program.
- Work products and documents related to Document Control; updating policies on the LP Confluence Page, adding policies and procedures to MediaLab.
- Work products and documents related to performing tasks and purchase orders to ensure CLIA compliant; materials related to CAP laboratory regulations; materials from the Hospital Safety Committee.

CERTIFICATIONS, LICENSE, PHYSICAL REQUIREMENTS OR OTHER EXPERTISE REQUIRED. The contractor must have:

- Bachelor's or Master's degree; two (2) years of specialized experience in a Clinical Laboratory and Laboratory Compliance plus a Bachelor's degree is equivalent to a Master's degree.
- Extensive experience with Quality Management program in a Clinical Laboratory Setting.
- Extensive experience with risk analysis and establishing corrective actions.
- Extensive experience with CLIA compliance and regulations.
- Extensive experience with investigative root-cause-analysis and errors.
- Extensive experience with adherence to standards set forth by the College of American Pathologists.
- Experience with Microsoft Office Suite (MS Word, Excel, Outlook).
- Extensive experience with LIS systems: SoftPath, SoftPathDX, LIMS.
- Strong communications skills, both oral and written.
- Excellent analytical, interpersonal, organizational and time management skills.

PLACE OF PERFORMANCE.

The place of performance is: TBA

OPERATIONAL HOURS.

Work will be performed 25 hours per week during all hours of the week.

SAFETY ISSUES.

Independent contractor will be working remotely.

GOVERNMENT-FURNISHED EQUIPMENT, BADGE, KEYS AND/OR FACILITIES PROVIDED.

Laptop and other electronic equipment as necessary will be provided.

SECURITY CLEARANCE.

Work under this task order is

__X__UNCLASSIFIED – No Security Clearance required for this position.
_____SECRET
_____TOP SECRET.

The contractor shall comply with all applicable Homeland Security regulations and procedures during the performance of this task order. The contractor shall not disclose and must safeguard procurement sensitive information, computer systems and data, privacy act data, and Government personnel work products that are obtained or generated in the performance of this task order. If necessary, the contractor will be required to provide clearances for personnel requiring access to Government computers and workstations.

REIMBURSABLE EXPENSES (TRAVEL, CONFERENCE, TRAINING, EQUIPMENT OR MATERIALS, ETC.).

Travel or other reimbursable expenses are

_____ required.
__X__not required

_____ Occupational Health Services
_____ Non-US citizen/visa processing costs

NON-PERSONAL SERVICE STATEMENT.

Contractor employees performing services under this order will be controlled, directed and supervised at all times by management personnel of the contractor. The contractor's management shall ensure that employees properly comply with the performance standards outlined in the Performance Evaluation Standard (PES). Contractor employees will perform independent of and without the supervision of any Government official. Actions of contractor employees may not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal policy, obligating the appropriated funds of the U.S. Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work.