

# BETA SKILL SETS

## Overview

### TECHNICAL SKILLS

#### Maintain Safe and Productive Work Environment

Recognize unsafe conditions and take corrective and preventive actions.  
Follow relevant safety policies, guidelines, protocols, and regulations (e.g. company, OSHA, EPA, CDC).  
Access and use MSDS (SDS) and other safety information sources.  
Maintain a safe, clean, contamination-free, and clutter-free environment, as appropriate.  
Don appropriate PPE and gown to protect self from biological, chemical, and/or physical hazards.

#### Perform Waste Treatment and Disposal Operations

Work with hazardous/biohazardous materials.  
Participate in emergency drills and safety training.  
Participate in appropriate business philosophies as defined and established (Lean, Six Sigma, Kaizen, etc.).  
Sanitize and clean equipment exterior and interior surfaces (e.g., biosafety cabinet, fume hood, incubators).

#### Comply with Regulations and Standards

Execute GxPs (Good Manufacturing, Laboratory, and Documentation Practices).  
Handle non-conformances and deviations appropriately.  
Understand regulatory expectations (ISO, 21CFR, Quality Manuals).  
Respond to internal & external audit related activities.  
Participate in training and document and maintain training records.  
Work in controlled/classified environments.

#### Conduct Good Documentation Practices

Document data and results according to established procedures.  
Exercise proper document control.  
Label samples for identification and traceability.  
Follow Standard Operating Procedures (SOPs), Batch records, Work Instructions.

#### Monitor, Maintain, Use, Troubleshoot and Repair Equipment

Perform Installation Qualification/Operational Qualification/Performance Qualification.  
Use equipment correctly according to manufacturer's guidelines.  
Monitor, maintain, troubleshoot/repair equipment.  
Clean, sanitize and sterilize equipment.

#### Maintain Inventory of Raw Materials and Prepare Materials/Supplies for Use

Conduct inventory control and FIFO.  
Follow waste management procedures.  
Prepare process solutions (media, buffers).

#### Perform Measurements, Tests and Assays

Collect samples according to established procedures and plans.  
Store raw materials, in-process and finished goods samples properly.  
Follow appropriate test procedures/instructions.  
Document data and results according to established procedures.  
Interpret and analyze data and results as appropriate.  
Perform tissue culture and/or cell-based assay.  
Perform scientific measurements and prepare solutions.  
Prepare and validate filters for use.

#### Perform Mathematical Manipulations

Perform calculations relating to work functions including exponents, significant figures, scientific notation, logs, percentage, unit conversions, graphing, descriptive statistics, etc.

#### Manage and Communicate Information

Comply with company communication policy (non-disclosure).  
Choose and use proper communication method (reports, emails).  
Review and revise technical documents.  
Use computer tools (Word, Excel, PowerPoint) effectively.  
Communicate between shifts.  
Suggest continuous improvements.

### PEOPLE SKILLS

Communication skills in writing and small group interactions  
Creativity  
Collaboration and team building skills  
Conflict recognition, mitigation and resolution skills  
Critical and strategic thinking skills  
Knowledge and skills for dealing with confidential information  
Knowing how and when to ask the right questions  
Listening skills to understand instructions  
Being open to criticism  
Problem solving skills – individual and team-based  
Professional awareness  
Professionalism  
Respect of employees, peers and working knowledge of work place etiquette  
Self-learning skills

#### For More Information Contact:

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