

LABORATORY MANAGER

Summary

Supervises and coordinates activities of personnel engaged in performing tests required for diagnosis and quality control. The Laboratory Manager is under the direction of the Laboratory Director/Pathologist. The Laboratory Manager reports directly to the CEO. The Laboratory Manager performs the following:

Essential Duties and Responsibilities

1. Directs and advises personnel in the test procedures and analyzer operations.
2. Compiles and analyzes test information to determine operating efficiencies of processes or equipment. Also responsible for troubleshooting equipment malfunctions and quality control failures.
3. Maintains a Quality Assurance program/Performance Improvement program.
4. Tests and analyzes manufacturers sample products and adjusts formulas/processes based on results when products fail to meet expectations or are discontinued by the manufacturer.
5. Prepares test solutions, compounds, and reagents for use by laboratory personnel in conducting tests, if necessary.
6. Investigates complaints on existing products.
7. Establishes or adjusts work procedures to meet testing schedules.
8. Recommends measures to improve testing procedures and uses of the equipment.
9. Analyzes and assists laboratory staff. Resolves workflow problems.
10. Maintains time and testing records, instrument calibrations, proficiency testing, and inventory of supplies necessary for completion of ordered tests.
11. Assists with lab draws, therapeutic phlebotomy, and benchwork when testing volume requires.
12. Required to cover on call, vacation and scheduling vacancies for Laboratory when necessary.
13. Maintains direct open communication with Laboratory Director and CEO.

Supervisor Responsibilities

1. Directly supervises staff (CLT/MLT and CLS/MT) in the Medical Laboratory.
2. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
3. Participates in interviewing, hiring, and training of employees; planning, assigning, and directing workflow; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems with lab personnel.
4. Notifies the Laboratory Director of any failure to complete competency, annual competency, and instrumentation malfunction which affect patient treatment.

Qualifications

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Education and experience: Bachelor's degree from a four year college or university with the successful completion of a clinical laboratory internship. Must have passed a Generalist's examination offered by ASCP or other national certifying body for a Clinical Laboratory Scientist/Medical Laboratory Scientist.

Minimum of 5 years of experience as a bench-level Technologist. Previous supervisory or management experience is preferred.

2. Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
3. Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates, Licenses, and Registrations

Must be licensed in the State of Montana as a Clinical Laboratory Scientist and must have certification from national certifying body (ASCP, AAB). Must maintain annual continuing education for MT state license and the ASCP to maintain competency status every three years or be grandfathered in the competency status. Must be BLS certified.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employee must be able to effectively communicate with other hospital staff, patients, and the public. This includes hearing, speech, and sight. Corrective devices are allowed, but laboratory staff must be able to pass a color blind test upon hire.
2. Ability to safely lift and carry up to 50 pounds, manipulate joints, kneel/sit/stand for extended periods, and maintain adequate physical condition to perform the functions of the job, as required. This list is not all-inclusive and may change or evolve as needs of the laboratory dictate.

Work Environment

While performing the normal and regular functions of this job, the employee is occasionally exposed to moving or mechanical parts, toxic or caustic chemicals, infectious tissues or samples, and risk electrical shock. Additionally, equipment necessary for the storage of chemical reagents or biological specimens and the clinical testing of these same items permit exposure to noise that is unavoidable. All attempts will be made to limit the amount of noise to avoid permanent damage or hearing loss. As such, the noise level in the lab is low to moderate.

Signature: _____

Date: _____

Print Name: _____