**Position Summary:**

Responsible for day-to-day supervision or oversight of the laboratory operation and personnel performing and reporting testing. Assist in a wide variety of administrative, fiscal and technical activities to ensure efficient operations of the clinical laboratory.

**Position Accountabilities:**

1. Consult with the Laboratory Manager to keep them informed of activities, needs and problems.
2. Organize, direct, and supervise functions and activities related to the day-to-day operations of the laboratory.
3. Assume responsibility for the proper performance of laboratory procedures and reporting of test results. Resolve technical problems in accordance with established policies and procedures
4. Monitor test analyses and specimen examinations to ensure that acceptable levels of analytical performance are maintained, assuring remedial actions are taken whenever test systems deviate from established performance specifications and ensuring patient test results are not reported until all corrective actions have been taken and test system is functioning properly again.
5. Implement policies and procedures to achieve department objectives.
6. Assist the Laboratory Manager in carrying out fiscal responsibilities: Preparation of department budgets (operating, equipment, personnel and modernization/capital expenditure). Monitor budgets to ensure department is operating within allocated funds. Coordinate ordering and receiving of supplies for the laboratories. Monitor revenue reports. Review rates and procedure codes. Performing cost analyses on equipment purchases, reagents, rental agreements, lease, purchase, etc. Monitor and justify variances in all expense categories in the laboratory. Supervise the processing, billing, and charging of laboratory tests. Supervise and ensure efficient functioning of laboratory computer system and staff.
7. Oversite of laboratory staff: Prepare schedules to ensure adequate staffing for laboratory functions. Submission of payroll for laboratory staff. Provide counsel and recommendations to technologists regarding personnel-related problems, ensuring adherence to hospital policies. Direct and supervise laboratory staff. Provide orientation to laboratory staff. Perform annual staff competency assessments. Perform annual staff performance evaluations. Select, and recommend or initiate personnel actions such as merit increases, promotions, transfers, disciplinary action, and termination. Maintain personnel records of all laboratory personnel.
8. Aid administrative and other hospital supervisory staff in problem solving. With the assistance of the Laboratory Manager, address complaints regarding laboratory functions and work with supervisory staff to resolve them. Assist in communicating the availability of new laboratory functions throughout the hospital.
9. Participate in special projects and/or assignments. Assist in short and long-range planning for the laboratory. Participate in decisions regarding new laboratory tests. Undertake special projects as assigned.
10. Maintain established hospital and department policies, procedures, objectives, quality assurance, safety, environmental and infection control. Ensure compliance with requirements of accreditation and regulatory agencies. Initiate and participate in Laboratory Quality Assurance activities. Prepare necessary reports for quality assurance and infection control and report to hospital committees as required/requested.
11. Maintain all required records, reports, statistics, logs, files, etc.
12. Assist with care and maintenance of department equipment and supplies. Effect cost control measures in utilization of department supplies, materials, and equipment.
13. Attend and participate in administrative and other meetings as required. Participate on committees as required/requested.
14. Maintain professional growth and development through seminars, workshops, outside conferences, professional affiliations.
15. Perform Medical Technology/Medical Laboratory Technician duties as defined in applicable job descriptions.
16. Perform other duties as directed/required.

**POSITION QUALIFICATIONS:**

|  |  |
| --- | --- |
| Minimum Education: | An Associate Degree in laboratory science or medical laboratory technology from an accredited institution.  PREFERRED: Doctoral, Master’s, or Bachelor’s degree in a chemical, physical, biological, or clinical laboratory science or medical technology from an accredited institution. |
| Experience: | Minimum of two years of laboratory experience in the performance of High Complexity Testing. |
| Certification/Registration: | Registration as a Medical Technologist, Clinical Laboratory Scientist or Medical Laboratory Technician by ASCP or equivalent.  BLS (American Heart Association) |
| Preferred Skills: | Proven managerial skills, knowledge of budget preparation and monitoring, accreditation requirements.  Ability to coordinate operations of large, technical, and office support staff.  The ability to maintain cooperative working relationships with many departments as well as the community and outside agencies. |
| Physical Demands | Medical work of lifting up to 50 pounds and/or carrying objects weighing up to 25 pounds. Responsible for lifting, carrying, pushing and pulling objects. Prolonged, extensive, or considerable standing/walking. |
| Working Conditions | Frequent contact with water (hand washing and cleaning), Biohazardous body fluids, and hazardous chemicals. Sufficient noise and interruptions to cause distraction and stress. Hazardous working conditions in which individual is exposed to definite risk of bodily injury through contact with moving instrumentation, chemicals, and/or body fluids, disoriented and/or combative patients. Subject to electrical hazards. OSHA Risk Factor: Category I. |

**Health Care Professional Acknowledgement:**

I have reviewed my job description and agree to perform all duties mentioned to the best of my ability. I understand my job duties may change as the needs of the department change. I further agree to notify my immediate supervisor, if I am unable to complete any of my job duties in a timely manner.

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read, understood and had the opportunity to ask questions regarding this position description.

**\_\_\_\_\_\_\_\_\_\_\_    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date                   Employee Signature                          Employee Printed Name**