

BUCKTAIL MEDICAL CENTER

Job Description

DEPARTMENT: Laboratory

SUPERVISOR: Administrator

POSITION: Laboratory Manager

Job Summary:

Supervises lab personnel. Assigns and reviews the work of subordinates; evaluates their performance; approves their leave; recommends hiring and or firing. Accountable for seeing that work gets done through subordinates. Responsible for reviewing and signing out completed lab reports. Follows guidelines set by the Clinical Laboratory Improvement Amendments (CLIA) of 1988, Pennsylvania Department of Health, and any other regulatory agency that applies.

Qualifications:

- Must have a Bachelor's degree in a chemical, physical or biological science or medical technology from an accredited institution.
- Must have 5 years laboratory training or experience in a healthcare facility. Supervisory experience a plus.
- Must be registered as a Medical Technologist with ASCP or AMT
- Must have a commitment to customer service
- Must be a team player.
- Qualifies as a Laboratory Supervisor under CLIA regulations and Pennsylvania Department of Health. Registered by American Society of Clinical Pathologist.

Duties:

- Is responsible for the supervision and performance of tests.
- Consults with Laboratory Director to plan priorities of the laboratory.
- Prepares work schedule and assigns duties to laboratory personnel
- Checks validity and accuracy of test results obtained by laboratory personnel.
- Aids in instructing employees on procedures and techniques used to perform lab tests.
- Interviews and hires new employees.
- Keeps all pertinent laboratory documentation.
- Evaluates job performance of laboratory staff.
- Issues employee warnings (verbal and written).
- Lead and manage the daily operations of the laboratory, ensuring adherence to safety and quality standards.
- Develop and implement laboratory policies and procedures to optimize workflow and efficiency.
- Implement and monitor quality control measures to maintain high standards of laboratory output.
- Ensure compliance with all relevant regulatory and accreditation requirements

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Physical Demands and Working Conditions:

- Lifts and carries laboratory equipment, containers of reagents and specimens. Reaches for/ handles specimens, glassware, controls, equipment and laboratory slips. Near-visual acuity required to read detailed instructions and to examine specimens. Work inside and work outside if need arises. Exposed to infection from disease-bearing specimens, OSHA Category I, and to odorous chemicals and specimens.
- While performing duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel objects or controls; reach with hands and arms; stoop, kneel, crouch, or crawl; to talk and hear. The employee must regularly lift and/or move 10 - 50 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

NOTE: This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required by the director or hospital administrator.

By signing below I acknowledge that I have received, read and understand the Job Description for my intended position and fully understand the contents therein.

While functioning in my intended position I shall perform these duties to the best of my ability.

Signature

Date