

 Oroville Hospital	<b>Job Description for Assistant Lab Director</b>		Department:	<b>Pathology / Laboratory</b>
			Dept.#	<b>7520</b>
			Last Updated:	<b>7/22/08</b>

### **Reports To**

Laboratory Director

### **Job Summary**

Performs medical laboratory tests, procedures, and analyses to provide data for diagnosis, treatment, and prevention of disease by performing the following duties

### **Duties**

1. Ability to perform all duties of a Clinical Laboratory Scientist
2. Ability to perform all duties of a Clinical Laboratory Scientist Supervisor
3. Perform all evaluations of the Clinical Laboratory Scientists
4. Perform all evaluations of Laboratory Technicians
5. Direct point of care testing program
6. Direct Clinical Laboratory Scientist Internship program
7. Perform CLS scheduling
8. Assume Laboratory Director responsibilities in his absence
9. Perform monthly patient test management quality assurance
10. Supervise HIV testing
11. Mentoring and supervising phlebotomy supervisor
12. Additional responsibilities may be assigned as needed by Laboratory Director
13. Follows established procedures and evaluates and solves problems related to collection and processing of biological specimens for analysis
14. Performs complex analytical tests or procedures, recognizes deviation from expected results, and takes appropriate action to maintain accuracy and precision
15. Recognizes factors that affect measurements and results, analyzes QC data, makes judgments concerning the results, and takes appropriate action to maintain accuracy and precision
16. Recognizes abnormal test results and answers inquiries about them, the methodology, specificity, and sensitivity; answers questions about specific factors that can influence test results
17. Operates and maintains equipment, recognizes equipment malfunction, troubleshoots and repairs as necessary

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18. Helps evaluate new techniques and procedures in terms of space and personal requirement, method comparison, cost analysis, and the establishment of reference intervals; writes and revises technical procedures
19. Assists in training and orientation of laboratory staff including but not limited to Clinical Laboratory Scientists, Laboratory Assistants, Phlebotomists and other laboratory support personnel
20. Ability to cover various shifts if needed
21. Assumes supervisions/management of the laboratory in the absence of the Laboratory Support Services Supervisor, Clinical Laboratory Scientist II, III, the Laboratory Shift Supervisors and the Laboratory Administrative Director, approving overtime, calling in extra help when needed, giving direction and guidance to support personnel
22. Maintains adequate supplies
23. Participates in ordering and monitoring levels of inventory, preventing stock-outs
24. Participates in planning and budgeting for equipment and supplies
25. Initiates special studies as needed
26. Assigns special projects to Clinical Laboratory Scientist, to be completed as time permits
27. Establishes and monitors Quality Control data, takes action based on data as needed
28. Establishes Preventative Maintenance schedules and ensures that they are completed
29. Approves overtime, calls in extra help with needed, within budget limitations
30. Review work with subordinates
31. Monitors compliance with Laboratory Safety Policies
32. Participates in selecting new Clinical Laboratory Scientists
33. Participates directly in writing policies and protocols for new or changed procedures
34. Assures proper calibration and function of Laboratory equipment
35. Monitors equipment maintenance including equipment service contracts
36. Maintains logs of all preventative maintenance and remedial action for each piece of equipment
37. Assists in developing and assures documentation of Quality Assurance / Quality Control program to comply with all regulatory standards
38. Ensures that results of controls are reviewed and plotted or entered into the Laboratory computer system daily as well as printed according to scheduled
39. Intervenes with approved remedial action protocols when defined parameters are exceeded
40. Oversees and is responsible for the operation and daily activity of at least two specialized areas of the Clinical Laboratory
41. Within the designated specialty areas gives direction and guidance to Clinical Laboratory Scientist and cooperates with the assigned Laboratory Supervisor to coordinate the daily activities of the personnel working with in the area

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42. Supervises the Clinical Laboratory Scientist and Laboratory support personnel working in the respective area
43. Ability to learn programming and perform maintenance in the laboratory information system software and / or data base for the purpose of maintaining, updating, and upgrading functionality of the system including test procedures and / or other areas that may affect performance of Laboratory information system
44. Assumes management in the absence of respective laboratory supervisor and laboratory director
45. Schedules Clinical Laboratory Scientists when requested to do so the Supervised by: Administrative Laboratory Director
46. Assumes management in the absence of the Laboratory Support Supervisor Director giving direction and guidance to support personnel, clinical laboratory scientist approving overtime, calling in extra help when needed

### **Qualifications**

1. Demonstrate ability to communicate effectively and work in a team setting
2. Demonstrate ability to recognize customers needs and respond above customer expectations
3. Bachelors degree (B.A) in medical technology or related science with completion of an accredited Clinical Laboratory (hospital based) program
4. For Laboratory Shift Supervisor and Quality Assurance / Quality Control Supervisor a masters degree is preferred
5. Ability to enter and retrieve data from hospital computer system
6. Basic knowledge of word processing, data base and department specific computer programs
7. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents
8. Ability to respond to common inquires or complaints from customers, regulatory agencies, or members of the business community
9. Ability to write speeches and articles for publication that conform to prescribed style and format
10. Ability to effectively present information to top management, public groups, and /or board of directors
11. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry
12. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations
13. Ability to define problems, collect data, establish facts and of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables
14. California Clinical Laboratory Scientist licensure or eligibility
15. This job requires experience in treating patients in the following categories: All age groups
16. Physical Demands

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- A. 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
- B. While performing the duties of this job, the employee is regularly required to stand; walk; and use hands to finger, handle, or feel
- C. Required to sit, reach with hands and arms, and talk or hear
- D. Occasionally required to climb or balance and stoop, kneel, crouch or crawl
- E. Occasionally lift and / or move up to 50 pounds
- F. Specific vision abilities required by this job includes close vision, and distance vision

#### 17. Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, outside weather conditions, and extreme cold, sharps, blood and bodily fluids. The noise level in the work environment is usually moderate.

#### **Lifting Requirements**

Sedentary- generally lifting not more than 10lbs. maximum and occasionally lifting and/or carrying such articles as ledgers, files and small items.