

 Oroville Hospital Job Description for Clinical Lab Scientist Supervisor	Department:	Pathology / Laboratory
	Dept.#	7520
	Last Updated:	7/22/08

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. Follows established procedures and evaluates and solves problems related to collection and processing of biological specimens for analysis
2. Performs complex analytical tests or procedures, recognizes deviation from expected results, and takes appropriate action to maintain accuracy and precision
3. Recognizes factors that affect measurements and results, analyzes QC data, makes judgments concerning the results, and takes appropriate action to maintain accuracy and precision
4. Recognizes abnormal test results and answers inquiries about them, the methodology, specificity, and sensitivity; answers questions about specific factors that can influence test results
5. Operates and maintains equipment, recognizes equipment malfunction, troubleshoots and repairs as necessary
6. 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
7. Assists in training and orientation of laboratory staff including but not limited to Clinical Laboratory Scientists, Laboratory Assistants, Phlebotomists and other laboratory support personnel
8. Ability to cover various shifts if needed
9. 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
10. Maintains adequate supplies
11. Participates in ordering and monitoring levels of inventory, preventing stock-outs
12. Participates in planning and budgeting for equipment and supplies
13. Initiates special studies as needed

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14. Assigns special projects to Clinical Laboratory Scientist, to be completed as time permits
15. Establishes and monitors Quality Control data, takes action based on data as needed
16. Establishes Preventative Maintenance schedules and ensures that they are completed
17. Approves overtime, calls in extra help with needed, within budget limitations
18. Review work with subordinates
19. Monitors compliance with Laboratory Safety Policies
20. Participates in selecting new Clinical Laboratory Scientists
21. Participates directly in writing policies and protocols for new or changed procedures
22. Assures proper calibration and function of Laboratory equipment
23. Monitors equipment maintenance including equipment service contracts
24. Maintains logs of all preventative maintenance and remedial action for each piece of equipment
25. Assists in developing and assures documentation of Quality Assurance / Quality Control program to comply with all regulatory standards
26. Ensures that results of controls are reviewed and plotted or entered into the Laboratory computer system daily as well as printed according to scheduled
27. Intervenes with approved remedial action protocols when defined parameters are exceeded
28. Oversees and is responsible for the operation and daily activity of at least two specialized areas of the Clinical Laboratory
29. 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
30. Supervises the Clinical Laboratory Scientist and Laboratory support personnel working in the respective area
31. 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
32. Assumes management in the absence of respective laboratory supervisor and laboratory director
33. Schedules Clinical Laboratory Scientists when requested to do so the Supervised by:
Administrative Laboratory Director
34. 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

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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
 - 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.

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Lifting Requirements

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