

Medical Laboratory Supervisor

DESCRIPTION OF WORK: Positions in this banded class direct the activities of a medical laboratory where a variety of laboratory tests are performed in order to aid in the diagnosis of disease and treatment of patients*. Duties performed include planning laboratory services, organizing work flow and work schedules, preparing and monitoring budgetary allocations, managing the quality control program, administrative and personnel functions, physician and clinical support, and coordination of laboratory aspects of medical research.

EXAMPLES OF COMPETENCIES:

CONTRIBUTING

Knowledge-Professional: Knowledge of a variety of laboratory procedures and techniques applicable to the areas(s) of work. Knowledge of laboratory equipment, instrumentation, and terminology. Knowledge of the basic pathophysiological processes being monitored and how medical laboratory science is applied.

Planning and Organizing Work: Ability to assign and maintain workload balance to enhance laboratory productivity; ability to review laboratory procedures and workflow. Ability to research and recommend new laboratory procedures in response to new and existing medical services; ability to assist in planning for new clinical assay offerings to faculty and staff. Ability to establish methods of reporting results and recording quality control data; ability to follow established methodology, standards and procedures.

Budgeting: Ability to operate within assigned budget; identify potential cost savings. May require ability to monitor expenditures.

Laboratory Management: Ability to monitor resources needed to operate the laboratory; ability to maintain inventory control; coordinate equipment and supplies; may require ability to monitor expenditures. Ability to understand and execute quality assurance program. Ability to ensure adherence to procedures and work standards; ability to maintain procedure manuals. Ability to monitor compliance with federal, state, and agency regulations. Ability to meet with surveying and inspecting officials from accrediting agencies.

Human Resources Management: Ability to review the work of others; ability to implement work plans; ability to identify problems and bring to the attention to appropriate people; ability to resolve minor problems and complaints on an informal basis. Ability to model work/job duties for employees. Ability to review and approve routine human resources policies questions and requests; may require ability to participate in recruitment and selection process and/or performance assessment. Ability to identify and recommend career development opportunities with employees.

JOURNEY

Knowledge-Professional: Considerable knowledge of a variety of laboratory procedures and techniques applicable to the areas(s) of work. Considerable knowledge of laboratory equipment, instrumentation, and terminology. General knowledge of the basic pathophysiological processes being monitored and how medical laboratory science is applied.

Planning and Organizing Work: Ability to establish new laboratory procedures and workflows; ability to coordinate work with other medical services; ability to set priorities for laboratory operations. Ability to evaluate the feasibility of new procedures and services as they impact existing resources; ability to recommend establishment and modification of procedures. Ability to follow and modify established methodology, standards and procedures.

Budgeting: Ability to monitor expenditures and identify potential budget issues. Ability to prepare budget(s) for research proposals; ability to recommend needed expenditures and revisions to the project budget(s).

Laboratory Management: Ability to manage laboratory resources including budget and personnel; ability to establish priorities in the use of resources including space, equipment and supplies; ability to monitor expenditures. Ability to evaluate quality assurance program for effectiveness. Ability to manage adherence to procedures and work standards; ability to recommend changes; ability to implement adjustments or changes to work standards; ability to serve as a technical resource. Ability to coordinate preparation and review activities for accreditation agencies.

Human Resources Management: Ability to develop and implement work plans; conduct performance reviews; ability to participate in the disciplinary and grievance processes, as needed. Ability to plan for and deliver on-the-job training. Ability to participate in recruitment and selection process; ability to conduct performance management; ability to ensure human resources policies and related information is shared with employees. Ability to ensure employees have access to tools and information for career development opportunities.

ADVANCED

Knowledge-Professional: Specialized knowledge to a variety of complex laboratory procedures and techniques applicable to the areas(s) of work. In-depth theoretical knowledge of laboratory equipment, instrumentation, and terminology. Considerable knowledge of pathophysiological processes being monitored and how medical laboratory science is applied.

Planning and Organizing Work: Ability to assess the long term needs of the laboratory; ability to make changes in procedures, workflow and manpower assignments. Ability to plan for and implements new laboratory procedures including feasibility studies, cost analyses, and project plans; ability to participate in long range planning and organizational problem-solving with management. Ability to modify and develop new methodology, standards and procedures.

Budgeting: Ability to research, recommend, and approve major expenditures.

Laboratory Management: Ability to manage and monitor multiple and/or complex laboratory resources including budget and personnel. Ability to manage quality assurance program(s); ability to modify as needed. Ability to establish procedures, standards, and policies; ability to interpret policy and procedures for laboratory staff. Ability to lead and ensure accreditation program.

Human Resources Management: Ability to ensure compliance with performance management policies and procedures; ability to recommend resolution of disciplinary and grievance issues, as needed. Ability to determine training needs and provide training to specific employees; ability to develop training programs. Ability to determine work unit design; ability to apply policies to execute operational needs. Ability to plan and coordinate career development opportunities.

MINIMUM TRAINING AND EXPERIENCE: Bachelor's degree in medical technology, chemistry, or a biological science and three years of laboratory experience related to the area of assignment; or equivalent combination of training and experience. Some positions may require compliance with current Clinical Laboratory Improvement Amendments (CLIA) regulations

Special Note: This is a generalized representation of positions in this class and is not intended to reflect essential functions per ADA. Examples of competencies are typical of the majority of positions, but may not be applicable to all positions.