

LABORATORY IMPROVEMENT COORDINATOR

DESCRIPTION OF WORK

This is supervisory work in planning and coordinating the activities of the Laboratory Improvement Branch of the State Public Health Laboratory.

Employee plans, supervises, and coordinates the work of technical consultants in evaluating and improving medical and environmental laboratory services and in certifying laboratories performing certain clinical tests and other analyses in the interest of public health. Duties include coordinating the administration of proficiency testing, certification, workshops and training courses, and related research activities in essential areas of medical laboratory practice such as microbiology, cytology, chemistry, blood banking, hematology, histology, clinical chemistry, and laboratory management. Responsibilities include assessment of training needs in the laboratory sciences and in laboratory management within public health and the design and implementation of educational programs designed to meet these needs. Occasional technical assistance and instructions are provided regarding unfamiliar problems, but employees of necessity work with considerable independence. Work is performed under general supervision of the Public Health Laboratory Director and is reviewed through reports and periodic conferences.

EXAMPLES OF DUTIES PERFORMED

Plans, supervises, coordinates, and participates in the work of laboratory improvement specialists and evaluators in providing consultation to technical and managerial personnel in medical and other laboratories concerning the mandatory certification programs, training, quality control including proficiency testing and safety programs.

Coordinates and participates in the development and implementation of training and continuing education programs to improve the relevance, reliability, proficiency, and safety of laboratory services, and to encourage the use of adequate quality control procedures.

Directs and participates in the production of laboratory newsletters for the dissemination of technical information to laboratory personnel throughout the State.

Coordinates research activities including the new laboratory procedures, and encourages implementation of improved techniques.

Coordinates the establishment of objectives and priorities for the Laboratory Improvement Program.

Supervises various personnel actions including, but not limited to, hiring, merit recommendations, promotions, and vacation schedules.

Performs related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Thorough knowledge of terminology, techniques, and equipment associated with medical and health-related environmental laboratories.

Thorough knowledge of chemistry and the biological sciences as pertinent to health-related environmental technology and clinical medical technology.

Considerable knowledge of the principles of training, consultation, and program evaluation techniques.

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General knowledge of research techniques and recent developments relative to the work performed by medical and environmental laboratories.

Skill in the setting up, usage, and care of laboratory equipment, instruments, and supplies.

Ability to plan, organize, and direct activities of laboratory personnel.

Minimum Education and Experience

Bachelor's degree in medical technology or a biological science from an appropriately accredited institution and four years of experience in a medical or health related laboratory; or an equivalent combination of education and experience.