

## MEDICAL LABORATORY SUPERVISOR III

This is administrative and supervisory work in managing a moderate to large procedurally diverse or intensive mental health, hospital, or Health Services Laboratory. Employees supervise a staff of medical laboratory personnel in performing a variety of tests in different technological areas or performing more specific and detailed procedures in one technological area. Employees plan laboratory activities to correspond to provided medical services, conduct cost and feasibility studies for future services, and develop laboratory operating procedures and standards and ensure their integration into the organizational mission. Work at this level recognizes responsibility for, and participation in, administrative and personnel functions, inter/ intra-laboratory coordination, physician contact and problem solving, interpretation of unusual test results, and procedural research and implementation. Laboratories concentrating in one technological area require the employees to evaluate new methods and to maintain current knowledge of the pathophysiology of the assigned areas. Work may include other related duties as determined by management. This level is distinguished from the Medical Laboratory Supervisor II by the larger size and scope of the laboratory, complexity and technical depth of procedures, administrative accountability, inter/intra-laboratory coordination, and technical and administrative problem solving. Employees at this level are usually supervised by a Medical Director or hospital administrator.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees participate in annual planning meetings with management and submit projected goals and objectives commensurate with the organizational mission and resources. Employees evaluate existing and proposed medical services and their impact upon laboratory functioning. Employees are part of the management team and are involved in long-range planning and organizational problem solving.

Organizing and Directing - Employees are accountable for daily laboratory functions. They establish work schedules and assignments, and are kept aware of and resolve workload and systematic problems. Employees may instigate new procedure development and kit testing which will enhance the efficiency of the laboratory operation. Employees, located in laboratories concentrating in specific technological areas, research new methods and constantly evaluate laboratory test results in relationship to disease pathophysiology.

Budgeting - Employees prepare recommendations annually for space, personnel, salaries, equipment, and supplies based on the laboratory goals and objectives, and submit them to management. Employees are required to justify these projected needs in relation to the implementation of new services.

Training - Employees assess the training needs of staff and recommend formal training when necessary. Employees provide or arrange for on-the-job training for new and existing staff. Employees concentrating in a specialized area provide techniques and theoretical knowledge of disease pathophysiology to new and existing employees.

Setting Work Standards - Employees participate with higher level management in establishing policies, rules and standards that govern the work quality and quantity. Subordinate staff refer policy interpretation questions to employees, and employees submit recommended modifications in policy to management. Employees develop procedure manuals and establish daily operational guidelines within the laboratory.

Reviewing Work - Employees review the daily work operations on an occasional basis. Daily work problems are referred to the employees if initial troubleshooting is unsuccessful. Employees evaluate the program in order to modify systems within the laboratory. Employees are responsible for administrative problem solving such as physician interaction and its impact upon subordinates. They review all proficiency testing, quality control records, procedure development recommendations, and other reports as it relates to program and accreditation standards.

Counseling and Disciplining - Employees discuss any staff problems with lead workers, subordinates, clinicians, and/or medical directors and initiate the appropriate actions set forth by the governing agency. Employees may provide the initial oral and written warning; however, final disciplinary action recommendations are discussed with management.

Performing Other Personnel Functions - Employees participate in the recruitment of possible job candidates, and interview applicants and forward final recommendations to management. They review and prepare performance evaluations, recommend, with considerable influence, promotions and dismissals, and make decisions as to staff eligibility for merit raises.

## II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Work responds to changes in procedures, instrumentation, and theoretical application within the field of medical technology. Work may also respond to additional services and accreditation requirements. Work of employees concentrating in a specialized area may be altered as disease pathophysiology and identification change.

Variety of Work Supervised - Employees direct a laboratory which specializes in nonroutine, complex and in-depth procedures or direct a laboratory which has a variety of standardized procedures spanning a number of technological areas. The work falls within the realm of medical technology with interrelated knowledges and methodologies.

Number of Employees Responsible For - Ten to 25 employees.

III. EXTENT OF SUPERVISION RECEIVED: Employees are responsible and accountable for both quality and quantity of services provided. Work may be reviewed periodically during scheduled weekly meetings to discuss any technical, administrative, or organizational problems and changes.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Employees may supervise and be accountable for shift operations but most laboratory employees work on an eight-to-five schedule. Work force is basically stable, and staff may be dispersed to satellite laboratories.

## V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of the assigned area of medical technology. Considerable knowledge of the operation of medical laboratory equipment. Considerable knowledge of the basic physiological processes that are being monitored and a general theoretical knowledge of the science being applied. Knowledge of supervisory and management functions. Ability to establish rapport and communicate effectively with staff and medical personnel. Ability to analyze various reports and troubleshoot problem areas.

Minimum Education and Experience - Bachelor's degree in medical technology, chemistry, or biological science from an appropriately accredited institution and five years of laboratory experience in the assigned area, two of which is in a supervisory capacity; or an equivalent combination of education and experience.