

Shamrock General Hospital

The following position is available. If interested, please see Human Resources.

Position Description

Job Title: Laboratory Manager/Technical Consultant

Department: Laboratory

Reports To: Administrator

FLSA Status: Exempt

SUMMARY: Responsible for the overall operation of the lab and the competency of all laboratory personnel. Maintain compliance with State, Federal and accrediting regulatory requirements, conduct Performance Improvement, Quality Control and supervision of the Laboratory Department.

QUALIFICATIONS:

- Support the Administrator as part of the leadership team.
- Participates in strategy formulation, strategic plans execution, strategic process improvements, and communication of strategies to all stakeholders.
- Analyzes department performance, trends, existing or new regulatory requirements and their impact on department operations.
- Develop, review, revise and enforce policies, procedures, quality assurance or any other hospital and/or state requirements.
- Plan, direct, coordinate the technical functions and ensure quality work performed.
- Knowledgeable of laboratory policy and procedures for specimen handling and processing, test analysis, reporting and maintaining records of patient test results.
- Knowledgeable of laboratory's quality control policies.
- Knowledgeable about state and federal regulations of laboratory.
- Supports and enforces infection control policies and procedures.
- Liaison between Lab, patients, all Departments, Administration, Providers and the community.
- Maintain discretion and confidentiality in communications.
- Knowledgeable about policies and procedures regarding reporting and release of protected health information (PHI).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Must be accessible to the laboratory to provide on-site, telephone, or electronic consultation as needed.
- May direct no more than five labs.
- Ensure that the physical plant and environmental conditions are appropriate for the testing performed and provide a safe environment from physical, chemical and biological hazards.
- Ensure testing systems provide quality laboratory services for pre-analytic, analytic, and post-analytic phases of testing.
- Ensure test methods selected have the capability of providing quality results.
- Ensure verification procedures used are adequate to determine accuracy, precision, and other pertinent performance characteristics of the method.
- Ensure that consultation is available to the laboratory's clients on matters relating to the quality of the test results reported and their interpretation concerning specific patient conditions.

- Identify problems and factors that adversely affect test performance and follow the laboratory's established corrective action policies and procedures whenever test systems are not within the laboratory's established acceptance levels of performance.
- Assess and verify the validity of patient test results through the evaluation of quality sample values prior to reporting patient results.
- Participate in various committees, meetings, in-service training as required.
- Participate actively in quality improvement programs.
- Reviews all results of tests done for completeness and accuracy.
- Reviews and transmits patient charges for department in compliance with policies and procedures.
- Participates as an active member of the hospital and departmental team to support special projects and activities.
- Maintain acceptable standards of patient treatment.
- Accurately and promptly implements provider's orders.
- Maintains a professional approach with confidential hospital and patient information and ensures safe patient environment.
- Responsible for the implementation of and compliance with all safety policies and procedures within the department.
- Maintain certifications and continuing education requirements needed to perform job.
- Miscellaneous duties as assigned requested or required.

EDUCATION and/or EXPERIENCE:

- Bachelor's degree in Lab Science, minimum. Must be registered by a national registry (AMT, ASCP).
- 2 years lab training or experience in non-waived specialty/subspecialty of service.
- 2 years supervisory experience (required).
- Basic Life Support certificate.