



## **JOB DESCRIPTION**

**Position Title:** Laboratory Department Manager  
**Department:** Laboratory  
**Reports To:** CEO  
**Date Revised:** 04.17.2015  
**Date Reviewed:** 04.17.2015

### **DESCRIPTION OF POSITION**

Laboratory Department Manager oversees the daily operation of the Clinical Laboratory, including technical and administrative functions, under the direction of the hospital CEO and in conjunction with the hospital pathologist. Coordinates and supervises activities of workers engaged in performing chemical, microscopic, bacteriologic, hematologic, and blood band testing to obtain data for use in the diagnosis and treatment of disease.

**The above statement is intended to describe the nature and level of work being performed. It is not an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.**

### **EDUCATION BACKGROUND AND EXPERIENCE**

- Degree in Medical Technology, or its equivalent
- Registered with either ASCP and/or AMT
- At least six (6) years of experience as a Medical Technologist
- Minimum two (2) years of prior experience as a Laboratory Manager

### **REQUIRED KNOWLEDGE AND SKILLS**

Supports hospital mission and strategic vision; manages hospital resources appropriately; complies with hospital policies and programs; maintains skill levels, licenses, and certifications; complies with all state and federal compliance and HIPAA requirements; keeps lines of communication open between self and other hospital personnel; competent with computer programs.

## **SUPERVISOR ESSENTIAL JOB FUNCTIONS**

1. Meets hospital organizational responsibilities:
  - a. Regularly attends Department Head and other scheduled meetings.
  - b. Fulfills QI data collection requirement; participates in QI activities.
  - c. Follows state regulations for department facilities and maintains Policy and Procedure manuals as required.
  - d. Follows Human Resource policies regarding hiring procedures, timeliness of staff evaluations and disciplinary actions.
  - e. Has initiated or supported a new department of hospital service or product.
  - f. Follows all other hospital-wide policies and procedures (Infection Control, Employee Health, etc.).
  
2. Department Management and Management Skill Development:
  - a. Attends Management Development seminars.
  - b. Participates in and supports other management activities.
  - c. Demonstrates growth in management skills such as time management, conflict management, problem solving and decision making.
  - d. Anticipates, plans and implements staffing alternatives when needed.
  - e. Fosters department harmony and staff development by utilizing effective communication methods and staff participation in department functions.
  - f. Participates in management council.
  - g. Ensures appropriate orientation and education of all new employees to hospital and department and staff is up-to-date on yearly orientation.
  
3. Financial Responsibilities:
  - a. Monitors monthly financial reports and utilizes them for staffing and supply adjustments.
  - b. Completes variance analysis forms as appropriate and in a timely manner.
  - c. Works with Materials Management for cost-effective methods to supply department.
  - d. Prepares and submits yearly budgets on time.
  
4. Organization Reporting Structure:
  - a. Staff relates department/job issues to manager for follow-up.
  - b. Manager contacts Administrative Representative on issues of policy and performance and follows organizational chart to resolve those issues.

## **ESSENTIAL JOB FUNCTIONS**

1. Implements and monitors laboratory workload statistics and performance.
2. Assists technologists and other staff personnel in meeting education goals.
3. Develops, implements and monitors:
  - a. Quality control procedures and programs.
  - b. Laboratory infection control procedures and programs.
  - c. Accreditation procedures and criteria for Medicare.
  - d. Laboratory performance and QI standards.
  - e. Laboratory safety procedures and programs.
4. Maintains and updates laboratory equipment as needed.
5. Orders laboratory supplies and reagents.
6. Maintains good vendor relationships.
7. Assists hospital with other projects or committees as requested.

## **CONTINUING EDUCATION**

1. Participates in developing and learning new procedures.
2. Participates in in-service, yearly orientation and department meetings as required.
3. Maintains skill levels by reading current publications, bulletins and trends.

## PHYSICAL REQUIREMENTS

Position Title: Laboratory Manager

	Never (0%)	Seldom (1%-10%)	Occasionally (11%-33%)	Frequently (34%-66%)	Continuously (67%-100%)
Sitting				X	
Standing			X		
Walking				X	
Bending/ Stooping		X			
Crawling	X				
Twisting		X			
Squatting/ Kneeling	X				
Climbing (Stairs/Ladders)		X			
Lifting 10 lbs.			X		
Carrying 10 lbs.			X		