



Job Title: Assistant Laboratory Manager

Duties

- Responsible for the technical supervision of the day-to-day laboratory operations involving both Medical Technologists and support staff
- Assumes management of laboratory in the absence of the Laboratory Manager
- Provides daily resource management both human and physical (supply inventory), documents technical competency of staff, monitors and revises Laboratory Policy and Procedures to ensure compliance with regulatory requirements/technical updates, monitors, maintains and troubleshoots laboratory interfaces and information systems and assists with data mining and report formatting.
- Helps maintain medical laboratory equipment performance by implementing quality standards; developing operations, quality, and troubleshooting procedures; ensuring staff compliance; certifying instrument performance; arranging equipment replacement, service, and repair
- Assists in maintaining medical laboratory supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Assists the Laboratory Manager in supervising medical laboratory staff as well as recruiting, selecting, orienting, and training employees.
- Completes operational requirements by scheduling and assigning employees; following up on work results.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Complies with state and professional continuing education licensure requirements by providing in-service programs; monitoring outcomes.
- Bills for services by completing requests for service; monitoring billed units; providing the billing office with service codes.

Qualifications:

- Requires MT, CLS or MLS (ASCP) certification
- May consider MLT under the supervision of external MT, CLS or MLS
- Clinical Laboratory skills appropriate to perform waived, moderate complexity testing.
- 3-5 years' experience preferred
- 1 to 3 years supervisory experience preferred