



Job Title: Laboratory Manager

Duties:

- Provides medical laboratory diagnostic and therapeutic information, products, and services by establishing specimen preparation procedures; developing and implementing analytical procedures; evaluating laboratory information; consulting with providers; reporting results according to protocols
- Maintains medical laboratory equipment performance by establishing quality standards; developing operations, quality, and troubleshooting procedures; ensuring staff compliance; certifying instrument performance; arranging equipment replacement, service, and repair
- Maintains medical laboratory supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Maintains medical laboratory productivity by monitoring workload of functional areas; identifying peak and slack periods; making operational or staffing adjustment.
- Maintains quality results by participating in quality assurance programs; performing proficiency surveys; reviewing quality control and quality assurance programs; making adjustments in policy and procedures; generating reports; maintaining records.
- Maintains medical laboratory information system by identifying information needs and problems; recommending improvements; establishing priorities; testing; writing user manuals; training employees; maintaining security and confidentiality.
- Implements new programs, tests, methods, instrumentation, and procedures by investigating alternatives; preparing proposals; developing and performing parallel testing; monitoring progress.
- Completes operational requirements by scheduling and assigning employees; following up on work results.
- Managing medical laboratory staff including recruiting, planning, recruiting training monitoring, and appraising job results.
- 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) MLS certification
- May consider MLT under the supervision of external MT, CLS or MLS
- Clinical Laboratory skills appropriate to perform waived, moderate complexity testing.
- 5 or more years' experience required
- 1 to 3 years supervisory experience strongly preferred.

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