



## **JOB DESCRIPTION**

**JOB TITLE:** Lab Supervisor  
**DEPARTMENT:** Lab  
**STATUS:** Full-time, Exempt  
**REPORTS TO:** Lab Director  
**DATE:** 2013

### **POSITION SUMMARY:**

The Lab Supervisor functions as the managing technologist, under the guidance of the Lab Director, and is responsible for the planning, development and implementation of objectives for the Lab. The Lab Supervisor is responsible for coordinating all technical, logistical, and administrative functions to ensure prompt and accurate testing and reporting of results for all clinical laboratory samples within established timeframes. The Lab Supervisor functions within the scope of practice regulated by State and National government as well as various accrediting agencies.

### **DUTIES AND RESPONSIBILITIES:**

- Performs all histological, FISH and microbiology techniques, as a bench technologist approximately 75% of the time.
- Reviews and integrates patient history with diagnostic results
- Performs and documents all quality controls with corrective actions.
- Performs and documents preventative maintenance procedures.
- Operates and maintains laboratory diagnostic equipment and ensures equipment is functioning properly.
- Enters patient data into computer interface for integration into the electronic medical record and retrieves data from the system.
- Interprets complex data and communicates it effectively to providers and staff.
- Disposes and documents the use of hazardous waste appropriately.
- Organizes laboratory area including general cleaning and upkeep.
- Performs all safety inspections and adheres to safety standards.
- Ensures all regulatory requirements are met.
- Ensures all specimens are processed in a timely manner and rotated among staff.
- Contributes to the establishment of a highly professional department to provide exceptional quality service.
- Oversees quality assurance program; ensures compliance with quality control standards and safety guidelines.
- Handles and coordinates the resolution of complex issues.
- Participates in the hiring, disciplinary action and performance management of lab staff.

- Ensures that employee competencies are maintained annually.
- Collaborates with the Director to improve operational efficiency; develops and implements recommendations to improve operations and optimize customer service.
- Addresses systems issues; troubleshoots problems and/or arranges for technical service.
- Maintains departmental supplies and inventories to ensure operational efficiency within established budget guidelines.
- Assesses the need for additional equipment, services and/or staff.
- Prepares analytical reports to effectively communicate departmental performance.
- Updates SOPs as necessary
- Other duties as assigned.

## **EDUCATION & EXPERIENCE**

- Bachelor's degree and current NYS Medical Technologist license required.
- Minimum of 5 years of experience as a Medical Technologist
- Previous leadership experience in a NYS certified lab recommended
- Experience with histology/cytology procedures, instrumentation and special staining techniques, as well as familiarity with FISH and microbiology processes

## **QUALIFICATIONS & REQUIREMENTS**

- Thorough knowledge of statistics and ability to apply statistical rules/analysis to laboratory decision-making processes.
- Excellent attention to detail
- Excellent verbal and written communication skills
- Ability to work effectively in a team environment
- Ability to work and communicate with a diverse group of individuals

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