

Job Title:	Lab Manager	Department:	Laboratory
Position Type:	Full Time	Job Category:	Non-exempt
Supervisor Title:	Director of Patient Care	Dress Code Requirements:	Scrubs, closed toe shoes
Created Date:	Dec. 2001, last revised Nov. 2011	Last Updated:	February 2016
Educational Requirements or Preferences:	Requires a Baccalaureate degree	Credentials Required or Preferred:	Certification from a National Certifying Agency, and a current ND license
Shift:	Day shift.	Hours/Call:	Rotating call on days, weekends and holidays.
Travel Required: (Driver's License Required)	Rotating weekly trip to KRCC	Equipment Knowledge:	Computer, Laboratory equipment
Knowledge/Skills/Abilities/Experience Required or Preferred:			
Minimum of five years of previous experience in a hospital or clinic laboratory setting. Managerial experience preferred. Must have good communication skills. Ability to work in an independent manner with little or no supervision. Ability to work under pressure in a medical situation by reporting out quality results in a timely fashion.			
Job Description			
Coordinates the Laboratory department to ensure accurate and timely test reporting resulting in the utmost quality of care. Performs specialized and routine tests on patient samples to aid in the detection, diagnosis, and treatment of disease processes. Uses judgment, interpretation, and evaluation to make decisions and assure accurate results. Directly supervises laboratory employees.			
ESSENTIAL FUNCTIONS, ROLES, AND RESPONSIBILITIES			
<ol style="list-style-type: none"> 1. Establishes departmental policies and procedures with annual review by the Lab Medical Director to ensure CLIA compliance. 2. Performs all Medical Technologist duties. 3. Responsible for hiring of qualified personnel for laboratory testing with assistance of Administration and evaluation of competency of lab staff. <ol style="list-style-type: none"> a. Reviews, interviews, and determines qualifications of laboratory personnel. b. Evaluates the competency of all testing personnel and support staff upon orientation and annually. c. Evaluation includes direct observation of routine patient test performances including specimen handling and processing. d. Responsible for monitoring, recording, and reporting of test results. e. Responsible for review of work logs, quality control records, proficiency testing, and preventive maintenance records. f. Provides assessment of test performance through previously analyzed specimens and proficiency testing. g. Evaluates and documents performance of individuals responsible for high complexity testing, with re-evaluation with test methodology or instrument changes. 4. Takes leadership and participates in special assignments, projects, or committees. <ol style="list-style-type: none"> a. Participates in Department Manager meetings. b. Participates and reports to the Quality Assurance Committee. c. Responsible for the Laboratory compliance with HIPAA and HITEC regulation. d. Responsible for reporting blood utilization for the Transfusion Committee and Medical Staff. e. Participates in monthly reporting of dashboard reports for the Quality Assurance plan. 			

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<p>OTHER DUTIES</p> <ol style="list-style-type: none"> 1. Responsible for developing laboratory budget. <ol style="list-style-type: none"> a. Determines laboratory revenue and expense budget annually. b. Assures tests performed are cost effective based on test volumes and cost to perform testing. c. Responsible for maintaining supply costs to meet budget plan. d. Responsible for maintaining budgeted employee wages based on workload needs of the department. e. Responsible for annual inventory. 2. Responsible for maintaining service contracts, arranging maintenance and equipment repair, and replacement. <ol style="list-style-type: none"> a. Reviews service contracts annually for recommendation for renewal. b. Maintains equipment maintenance as required by manufacturer. c. Arranges and determines needs for instrument repair to assure quality testing with minimal down time. d. Responsible for instrument and capital equipment needs based on test volume and needs of patients. 3. Responsible for the laboratory meeting CLIA regulations by participating in a proficiency testing program, successfully completing all analytes according to CLIA guidelines. <ol style="list-style-type: none"> a. Responsible for determining enrollment in a proficiency testing program for testing all analytes performed in the laboratory. b. Responsible for taking corrective action and document according to CLIA regulations to assure accuracy in testing. c. Oversees and assures rotation of proficiency testing among all testing personnel employed in the laboratory. d. Provides training and education to staff to assure quality reporting as testing in the event an area proficiency testing has failed. 4. Establishes and maintains charge master with correct CPT codes. Assures pricing, based on administrative directive. <ol style="list-style-type: none"> a. Reviews charge master annually. b. Reviews diagnosis codes as needed for payment. 5. Responsible for maintenance of inventory and supplies for Laboratory department. 6. Attend CQI, Trauma, Department Manager, and all other meetings as assigned. 7. Provides QA monitoring as needed with various studies. 8. Keeps up-to-date on new developments in Laboratory. Oversees the continuing education requirements of staff members and enables them to stay current on required continuing education. 9. Evaluates equipment and makes purchase recommendations. 10. Reviews, makes recommendation, and assists in the negotiation of mobile service contracts, collaborating with the Director of Patient Care and the CEO. <p>ADDITIONAL NOTES</p> <p>This job description does not reflect all duties that may be assigned to this position.</p>			
Other Requirements:	<ol style="list-style-type: none"> 1. CPR certification. 2. TB screen. 		

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	<ol style="list-style-type: none"> 3. Must meet the attendance requirements of the position including mandatory meeting attendance. 4. Participates on at least one committee or project per year. 5. Completes annual mandatory training yearly. 6. Completes required Incident Command System for Healthcare/Hospitals training. 7. Must speak and write English clearly. 8. Respects the privacy of all persons and confidential information according to confidentiality policies and HIPAA regulation. 9. Follows the Standard Precautions Policy. 		
Physical Capabilities:	<p>Stands 70% of an 8-hour shift. Must be able to bend, reach, and function in awkward positions to accommodate drawing blood from immobilized patients.</p> <p>Must be able to lift 20 pounds.</p> <p>Uses focused eyesight with microscopes and digital read out.</p> <p>Must be able to distinguish colors.</p>		
Environmental Factors:	Exposed to body fluids, contaminated needles, and chemicals.		
<p>I, (Print name) _____, have read the job description required for my position and fully understand the conditions set forth therein. I agree to perform these duties to the best of my ability.</p>			
Employee Signature		Date:	