

MEDICAL LABORATORY SUPERVISOR I

This is supervisory and managerial work in directing the activities of a small agricultural, local health, medical school, hospital, Department of Human Resources institution, or university infirmary laboratory which involves responsibility for a variety of routine, standardized procedures in a variety of technological areas. This class also recognizes the supervision of a laboratory subunit within the Division of Health Services or the central Agriculture Animal Laboratory. Based upon the setting, the laboratories are characteristically similar but each varies in the number of employees; number, variety, and complexity of procedures performed; and the degree of administrative responsibility due to the medical environment and delegated authority.

The employees are responsible for planning laboratory services based upon the rendered medical services, organizing the work flow and work schedules, projecting budgetary needs, and participating in personnel functions. The employees may be working supervisors and also serve as the technical resource in the areas of quality control, test interpretation, equipment and procedure troubleshooting, and a liaison between technical and clinician staff. Work may include other related work as determined by management.

Work at this level is usually supervised by a higher level Medical Laboratory Supervisor, Medical Director, or a Health Administrator.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees plan for new laboratory procedures, goals, and objectives in response to new and existing medical services. This entails determining the feasibility of implementing a new procedure, performing a procedure cost analysis, and then recommending its implementation or other alternative. Annual work plans, organizational changes, or contract work are submitted to management. Employees plan and establish the most effective and productive utilization of the laboratory.

Organizing and Directing - Employees review existing procedures and workflow, and may investigate alternative test methods and work processes. They assign and maintain workload balances to enhance laboratory productivity. Employees establish methods of reporting results, and recording quality control data. Employees may make changes in workflow assignments; however, any organizational or method modifications are usually discussed with management.

Budgeting - Employees maintain yearly inventory and, based on previous year's expenditures, will submit supply and equipment needs to management. Employees may be required to research new equipment capabilities as it relates to laboratory services and recommend the purchase of capital equipment.

Training - Employees assess the training needs of the staff and submit requests for formal training to management. Employees either provide and/or arrange for on-the-job training of existing and new procedures for staff members, students, and related medical staff.

Setting Work Standards - Employees are responsible for ensuring that work is carried out in accordance with the established methodological standards and procedures. They may develop operating rules, quality control standards, and guidelines to aid employees in daily operations. Employees may recommend changes to management as problems occur. Employees ensure procedure manuals are maintained, and establish methods for troubleshooting equipment and procedures.

Reviewing Work - Employees provide daily administrative and technical review of staff performance and production of the work area, troubleshoot equipment and procedures, and provide alternatives and solutions when applicable. Employees review all proficiency testing, quality control records, and most abnormal test results.

Counseling and Disciplining - Employees counsel staff members on job performance, and the appropriate grievance and disciplinary system. Employees may initiate the oral portion of the dismissal/disciplinary action. All final disciplinary actions are referred to the supervisor.

Performing Other Personnel Functions - Employees prepare performance evaluations; make recommendations to the supervisor on promotions, dismissals, and salary adjustments; provide preliminary screening, selection and recommendations on new employees. Employees in local health departments provide final selections/recommendations to management.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Based on the limited variety and static nature of procedures performed, work is stable and may respond to changes in overall medical programming as it relates to additional procedures and changes in the science of medical technology.

Variety of Work Supervised - Laboratories consist of a variety of technological areas such as hematology, bacteriology, clinical chemistry, and urinalysis; however, due to the depth and the static nature of procedures, work is considered limited and in some cases, basic in the scope of the field.

Number of Employees Responsible For - Five to ten employees.

III. EXTENT OF SUPERVISION RECEIVED: Employees receive daily informal and yearly formal view of program goals and objectives. Based on the organizational structure, technical supervision may be available; or, in some cases, employees must seek technical advice from the medical community. Employees receive administrative supervision from a facility administrator or higher-level medical laboratory supervisor.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Staff are assigned to work basically an eight to five schedule; work force is basically stable; and employees may be responsible for satellite laboratories.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of the field of medical technology. Considerable knowledge of disease pathophysiology as it relates to laboratory testing. General knowledge of the operation of medical laboratory equipment. Ability to troubleshoot equipment and procedures. Ability to interpret abnormal results. Ability to supervise and conduct management functions.

Minimum Education and Experience - Bachelor's degree in medical technology, chemistry, or biological science from an appropriately accredited institution and three years of laboratory experience in the assigned area; or an equivalent combination of education and experience.