

## CHIEF OF LABORATORIES (CLINICAL CHEMISTRY)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Director of Clinical Pathology, an incumbent of this class is responsible for directing and coordinating all aspects of the operation of the Clinical Chemistry Lab which includes coordinating the activities of the technical and support staff on all shifts. Responsibility includes coordinating the activities of the Clinical Chemistry Lab with other divisions of the Lab and departments of the Medical Center, as well as with referring physicians. This is a management level position which participates with the Medical Director in setting administrative and clinical policy, practices and procedures in the area of assignment. Incumbents must also possess expert knowledge of the field, as well as new developments, in order to set standards, provide technical direction and interpretation of the specialty, and perform critical evaluations of new and existing procedures. Responsibility also involves ensuring compliance with all standards, rules and regulations set by New York State, JCAH, other accrediting agencies, as well as administrative policies and procedures set by the Medical Center. Supervision is exercised over a number of supervisors, medical technologists and support staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Administers, directs, plans and coordinates all aspects of the operation of the Clinical Chemistry Lab;

Monitors and evaluates the performance of chemical analyses of body fluids, (effusions, blood samples, urine, spinal fluids, gastric juices, feces, etc.) by subordinate staff to obtain results for the diagnosis and treatment of diseases or conditions in patients, which is done by authorizing completed reports and conducting daily rounds;

Supervises and reviews the work of a number of supervisors and medical technologists, providing them with instruction, professional expertise, and interpretative analysis;

Directs, plans and coordinates all aspects of the operation of the Clinical Chemistry Lab, ensuring effective operation of the lab and adequate staffing on all shifts;

Develops and implements standards, practices, and procedures for the operation, organization and management of the Clinical Chemistry Lab in accordance with established standards by regulating accrediting agencies;

Interprets test results, and authorizes written reports;

Confers with attending or referral physician on test results, and ensures their immediate notification when the critical limits of specified test results are exceeded, presenting a life threatening circumstance for the patient;

Establishes effective communication systems between the hospital patient units and the Clinical Chemistry Lab for the efficient transfer of information, both urgent and regular, and on the ordering, status and result of tests;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Ensures compliance with federal, state and local regulations, particularly those relating to safety measures to avoid physical, chemical and biological hazards;

Ensures compliance with lab standards established by the Clinical Director of Pathology;

Develops budget proposals for staffing, equipment and supplies and monitors them to ensure the efficient and effective operation of the Lab within cost containment requirements;

Develops and implements quality control measures, documenting remedial action taken for detected deficiencies and defects;

Provides training for new technologists and continuing education for regular staff in order to keep them abreast of developments of new techniques or improvements in published or existing methods;

Keeps the Director of Clinical Pathology informed on all professional developments in the Chemistry Lab;

Attends workshops, conferences and meetings.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, techniques, procedures, instrumentation and safety precautions in the field of medical technology; thorough knowledge of the principles, techniques and procedures used in clinical chemistry; skill in the operation, calibration and routine maintenance of modern laboratory equipment and instrumentation; ability to conduct tests and analyses of body fluid specimens, detect and investigate problems, and make evaluations supported by experimental evidence including such procedures as enzyme labeled immuno assays, atomic absorptiometry, enzymologies and isoenzymologies and tests for Cystic Fibrosis and other diseases; ability to understand, follow and explain medical and technical instruction; ability to provide technical consultation to physicians and nurses; ability to supervise and coordinate the work of others, and implement quality control standards; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships; dependability; accuracy; thoroughness; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized university with a Ph.D. Degree\* in Chemistry and either (a) Board certification by the American Board of Clinical Chemistry and four years of clinical laboratory experience in clinical chemistry, two of which must have been at the supervisory level, in an approved medical, hospital, or public health laboratory; or (b) Certification by the American Society of Clinical Pathologists (ASCP) as a Specialist in Chemistry, SC(ASCP), and six years experience as stated in (a), including the two years of supervisory experience.

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Job Class Code: E0530  
Job Group: XV