

## CHIEF OF LABORATORIES (MICROBIOLOGY)

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 Microbiology Lab which includes coordinating the activities of the technical and support staff on all shifts. Responsibility includes coordinating the activities of the Microbiology 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 Microbiology Lab;

Monitors and evaluates the performance of microbiological analyses of body fluids, skin scrapings, effusions and samples from surgical procedures 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 Microbiology 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 Microbiology 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 Microbiology 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)

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

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;

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 Microbiology 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 microbiology; good knowledge of infectious diseases; skill in the operation, calibration and routine maintenance of modern laboratory equipment and instrumentation, including automated equipment in Clinical Microbiology; ability to conduct tests and analyses of microbiological specimens, detect and investigate problems, and make evaluations supported by experimental evidence; 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; thoroughness; dependability; accuracy; sound professional judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized university with a Ph.D. Degree\* in Microbiology and either (a) Board certification by the American Board of Microbiology and four years of clinical laboratory experience in microbiology, 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 Microbiology, SM(ASCP), and six years experience as stated in (a), including the two years of supervisory experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.