

SENIOR MICROBIOLOGIST

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision, an incumbent of this class is responsible for supervising the operation of the manual and automated microbiology laboratory for the examination of bacteria, mycobacteria, fungi and parasites. The incumbent either coordinates the activities of technical and professional staff, provides technical expertise in the examination of specimens using biochemical and microbiological procedures leading to the diagnosis and treatment of diseases; or functions as the quality assurance/quality control manager for the Division of Microbiological Services. Responsibilities include examination of specimens and communication of test results and test interpretation to physicians and other health officials. Supervision is exercised over a number of subordinate professional and technical staff. The incumbent must maintain a satisfactory rating of performance by the New York State Department of Health for those procedures for which approval has been granted to the laboratory. An incumbent of this class must be available for emergency, weekend and holiday work situations. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

GENERAL:

Coordinates the implementation and surveillance of quality control standards including but not limited to the proper transportation, delivery and identification of incoming specimens, periodic instruction, testing and preventive maintenance of equipment and instruments, regular analysis of control samples and standards, and the update of laboratory manuals;

Interprets test results, correlates the results of manual and automated procedures and issues written reports of findings to physicians and health officials;

Insures compliance of federal, state and local regulations, including those related to safety measures to avoid physical, chemical, biological and radiological hazards;

Conducts performance evaluation of subordinate staff members and provides training to new employees;

Insures accuracy of records and reports and maintains laboratory test records as specified by New York State Department of Health regulations;

Confers, as required, with public authorities and agencies regarding tests performed and interpretation of results as requested;

Supervises and participates in the New York State Department of Health Proficiency testing program in the assigned area of discipline;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

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

WHEN ASSIGNED TO GENERAL MICROBIOLOGY:

Performs specialized microbiological, biochemical and serological analyses of clinical specimens for the diagnosis and treatment of diseases;

Supervises, directs and trains professional and technical personnel involved in bacteriological, mycobacteriological, mycological, parasitological and serological analyses of clinical specimens;

Supervises the preparation of media and reagents for microbiology laboratories;

Maintains inventory of materials and supplies for microbiology laboratories and places orders to ensure proper operation of laboratory procedures;

WHEN ASSIGNED TO QUALITY ASSURANCE/QUALITY CONTROL MANAGEMENT

Supervises all quality control functions of the division;

Schedules, coordinates and supervises the quality control work assignments of technical personnel in the division;

Coordinates, monitors and evaluates the proficiency testing program of all analyses;

Assists in the design and assessment of validation studies for new laboratory testing procedures;

Maintains complete documentations control for all laboratory procedures as required by the New York State Department of Health;

Evaluates and recommends quality indicators using statistical models;

Conducts laboratory audits to ensure compliance of mandated standards of state and federal regulatory agencies;

Develops and regularly updates quality assurance manual for the Division of Microbiological Services;

Attends training sessions to keep abreast of new quality assurance standards/regulations as they apply to laboratory procedures and operations.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, techniques, procedures, instrumentation and safety precautions in the fields of bacteriology, mycobacteriology, mycology and parasitology; good knowledge of clinical laboratory standards, state and local laws, rules, regulations and policies as they apply to the operation of Microbiology laboratory;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Con't)

good knowledge of infectious diseases, ability to conduct and interpret tests for diagnosis of infectious diseases; ability to understand, follow and explain medical and technical instructions; ability to provide technical consultation; ability to supervise and coordinate the work of others; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; skill in the operation, troubleshooting and routine maintenance of instruments and equipment including automated systems; dependability, accuracy, thoroughness, initiative, good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Medical Technology or a biological science and seven years of clinical microbiology experience in an approved medical, hospital or public health laboratory, three years of which must have included supervisory experience and either (A) at time of permanent appointment, must possess license and current registration issued by the New York State Department of Education as a Clinical Laboratory Technologist, or (B) at time of temporary appointment, must possess a limited permit issued by the New York State Department of Education as a Clinical Laboratory Technologist.

SUBSTITUTION: A Master's Degree in Microbiology or the biological sciences may be substituted for at the rate of 30 credits for each year of the general experience in microbiology.

*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.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.