

SUPERVISOR OF LABORATORIES (GENERAL)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for supervising the operation of the General Stat Lab during an assigned shift, which includes coordinating the activities of the technical and support staff assigned to that shift and providing technical expertise in the analysis of specimens leading to the diagnosis and treatment of diseases. Responsibility also involves ensuring the receipt, recording, and labeling of specimens and the expeditious communication of test results to the attending physician, particularly where test results indicate a life threatening condition to the patient. Supervision is exercised over a number of 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 General Stat Lab during assigned shift;

Performs various types of clinical analyses of body fluids, effusions and blood samples to obtain results for the diagnosis and treatment of diseases or conditions in patients; examples of such tests include abnormal blood cell morphology, osmometry, flame photometry, ion selective electrode studies and diagnostic workups of body fluids;

Operates and troubleshoots lab equipment for analysis in hematology and chemistry including cell counters, coagulation equipment, discrete analyzers and profilers;

Supervises and reviews the work of a number of medical technologists, providing them with instruction, professional guidance and expertise, as needed;

Plans and coordinates the operation of the lab, ensuring adequate staffing, equipment, supplies, reporting and recording procedures and all other related administrative functions to ensure the effective operation of the lab;

Develops and implements procedures for the receipt and proper identification of samples, the recording and reporting of test results, and the storage and preservation of specimens;

Interprets test results, and issues 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;

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

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

Ensures that equipment and supplies are sufficiently available to technical staff and makes regular inspections to ensure the optimum performance and calibration of the equipment so that test results are valid;

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

Operates automated or specialized equipment and provides instruction as needed;

Ensures the proper preparing, storing, dispensing and periodic evaluation of all solid and liquid reagents to assure the accuracy and precision of test results;

Provides training for new technologists, and conducts regular performance evaluations of all staff members on assigned shift;

Assists in development of budget proposals for new equipment, contractual obligations, reagent and laboratory supplies, and personnel staffing to meet operational requirements, and monitors spending to ensure the most efficient and effective operation of the laboratory within cost containment requirements;

Keeps abreast of developments of new techniques or improvements in published or existing methods;

May conduct conferences and lectures as needed;

Performs feasibility studies in setting up new procedures;

Attends workshops, conferences and meetings.

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

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive)

May perform other incidental tasks, as needed. .

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, techniques, procedures, instrumentation and safety precautions in the field of medical technology; skill in the operation, calibration, troubleshooting and routine maintenance of modern laboratory equipment and instrumentation, including automated equipment such as cell counters, coagulation equipment, discrete analyzers and profilers; skill in laboratory procedures including such tests as abnormal blood cell morphology, osmometry, flame photometry, ion selective electrode studies, and diagnostic workups of body fluids; ability to conduct tests and analyses of 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; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in

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

performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; dependability; accuracy; thoroughness; sound professional judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) A Bachelor's degree* in one of the chemical, physical or biological sciences and seven years of clinical laboratory experience and/or training in an approved hospital or public health laboratory; or (b) a Bachelor's degree* in Medical Technology and six years of the above stated experience; or (c) a Master's degree* in one of the chemical, physical or biological sciences and four years of the above stated experience.

SUBSTITUTION: Completion of 90 college* credits followed by completion of a 12 month program in a school of medical technology approved by the Council of Medical Education of the American Medical Association may be substituted for the Bachelor's degree in Medical Technology.

SPECIAL REQUIREMENT: Possession of a license and current registration issued by the New York State Department of Education as a Clinical Laboratory Technologist is required at time of appointment and throughout employment in this title.

*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.