SUPERVISOR OF LABORATORIES (SPECIAL CHEMISTRY)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for supervising the operation of the Special Chemistry 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 chemical analysis of specimens using specialized chemical procedures leading to the diagnosis and treatment of diseases. Responsibility also involves ensuring the receipt, recording, grouping and labeling of specimens and the communication of test results to the attending physician. 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 Special Chemistry Lab during assigned shift;

Performs specialized types of chemical analysis such as radio-immuno assay, drug monitoring, radio chemistry, and immuno chemistry to obtain results for the diagnosis and treatment of diseases or conditions in patients;

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;

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

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;

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) (Continue)

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

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.

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 and procedures in clinical chemistry, radiochemistry and immunochemistry; skill in the operation, calibration, troubleshooting and routine maintenance of modern laboratory equipment and instrumentation, including automated equipment; 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; dependability; accuracy; thoroughness; sound professional judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Six years of clinical laboratory experience and/or training, four of which must have been in clinical chemistry including special chemistry tests and analyses, and two of which must have been at the supervisory level, in an approved medical, hospital or public health laboratory and either: (a) a Bachelor's Degree* in Medical Technology or in one of the chemical, physical or biological sciences, and a Master's Degree* in chemistry; or (b) qualification as a medical technologist pursuant to the provisions of Section 58-1.5(b) of Title 10 of the New York State Public Health Law.

SUBSTITUTION: Certification by the American Society of Clinical Pathologists as a Medical Technologist, MT(ASCP), and as either a Technologist in Chemistry, C(ASCP), or as a Specialist in Chemistry, SC(ASCP), may be substituted for the Master's Degree*.

*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.