

LAC VIEUX DESERT HEALTH CENTER

HUMAN RESOURCES

P.O. Box 9, N5241 US HWY 45 Watersmeet, MI. 49969
Phone: 906-358-4587 Fax: 906-358-4118



JOB VACANCY POSTED 4/16/2021

(\$3000 SIGN ON BONUS)

POSITION: **Medical Laboratory Manager**

DEPARTMENT: **Lac Vieux Desert Health Center**

LOCATION: **Watersmeet, MI**

SUPERVISOR: **Medical Director/Clinical Manager**

EMPLOYMENT: **Full time**

SALARY/PAY RATE: **30.00 – 35.00 per Hour**

DESCRIPTION:

Knowledge and competency in laboratory operations, including but not limited to instrumentation, specimen collection and laboratory testing for patient diagnosis and treatment in our Moderate Complexity Laboratory. Testing areas include Mycology, Chemistry, Hematology, Endocrinology, Toxicology, and Microbiology.

GENERAL RESPONSIBILITIES:

- Maintains confidentiality of all clinic business, including patient laboratory results.
- Organizing work by matching computer orders with proper tube(s) needed for test(s).
- Obtain specimens from properly identified source that are than properly labelled and logged.
- Log data from tests and enter results into patient's medical record.
- Provides results to ordering physician via other means.

- Work surfaces must be clean and orderly.
- Maintain supply inventory so that services are not suspended.
- Maintains laboratory equipment to ensure proper function.
- Perform advanced trouble shooting if necessary.
- Performs calibration and calibration verification (linearity) as needed.
- Verifies acceptable quality control results. Interprets Quality Control results following Westgard rules and acts to resolve out of range values. Documents and maintains QC records.
- Participates in laboratory protocols to maintain readiness for inspection by our certifying agency (COLA). This enables our CLIA certificate.
- Performs proficiency testing. Works up failures identifying the root cause. Implements process change so that failure does not recur.
- Identifies critically abnormal patient test results and alerts appropriate Medical Staff. Documents Critical Lab results notifications.
- Contributes to a safe and secure work environment for patients, visitors, and staff.
- Follows all standard precautions and infection control policies and procedures.
- Follows established standards and procedures. Complies with legal regulations.
- Any new tasks that may be assigned.
- Enhances laboratory services through ownership.
- Serves as a technical resource to other staff.
- Maintains certification credentials, with CME as required.

MEDICAL TECHNOLOGIST SKILLS

- Proficiency in phlebotomy is essential. Must be comfortable with all age groups. Make every effort to ensure the Client experience has been positive.
- Possess critical thinking skills to correlate lab results across different laboratory specialties, resolving discrepancies if needed.
- Has a fundamental knowledge base of Quality Control including reviewing data and trouble shooting out of control parameters.
- Basic computer knowledge. Electronic Health Record (EHR) and Lab Information Systems (LIS) experience.
- Microscope skills. Identification of both normal and abnormal blood cells, urine sediment, vaginal swabs and skin scraping identification.
- Ability to do advanced trouble shooting over the phone with tech support when instrumentation does not perform as expected.
- Ability to teach and train new staff including other Technologists, Phlebotomists, Nurses, and Students if need be.

MANAGEMENT RESPONSIBILITIES:

- Performs or arranges preventive maintenance, periodic inspection and performance testing of equipment and instruments together with the maintenance of appropriate records.
- Evaluates test results for accuracy, upon analysis and evaluation of collection techniques and conditions, specimen characteristics, adequacy of reagents, quality control and instrument performance and correlation with other laboratory data and patients clinical history when provided; identifies unusual results or discrepancies, which can cause erroneous results, take appropriate action to make corrections and solve problems, performs additional tests to correct

and confirm abnormal patient results within reasonable time frame and notifies providers accordingly.

- Regularly reviews general, procedural, proficiency testing, quality control, and personnel responsibilities with Clinical Director/Lab Manager to maintain CLIA and COLA certifications
- Monitors temperature logs per policy and procedures.
- Contributes to a safe and secure environment for patients, visitors, physicians and coworkers by following established standards and procedures; complying with legal regulations.
- Maintains MSDS sheets for all chemicals and substances used in the laboratory.
- Enhances laboratory services and Lac Vieux Desert Health Center reputation for accomplishing new and different requests; exploring opportunities to add to testing menu and value to current and future instrumentation.
- Takes initiative in development and updating of laboratory policies, procedures, and protocols.

General Supervisor of laboratory staff.

- Is accessible to testing personnel at all times testing is performed to provide
- on-site telephone or electronic support
- Monitors test analyses and specimen examination to ensure that acceptable levels of analytic performance are maintained.
- Fulfills certain responsibilities as delegated by the Lab Director
- Resolving technical problems and ensuring corrective actions are taken whenever test systems deviate from the laboratory's established performance specifications.
- Ensuring patient test results are not reported until all corrective actions have been taken and the test system is functioning properly.
- Providing orientation to all testing personnel
- Evaluating and documenting the performance of all testing personnel as required.

Technical Consultant/Supervisor is responsible for technical and scientific oversight.

- Selects test methodology appropriate for the clinical use of the test menu.
- Verifies procedures for testing performed and establish the laboratory's performance criteria, including accuracy and precision of each test and test system.
- Enrolls the laboratory in an approved PT program commensurate with services offered.
- Establishes a quality control program appropriate for the testing performed, establishes the acceptable levels of analytic performance, and ensures these levels are maintained throughout the testing process.
- Resolves technical problems and ensures corrective actions are taken whenever test systems deviate from the laboratory's established performance specifications.
- Ensures patient test results are not reported until all corrective action has been taken and the test system is functioning properly.
- Identifies training needs and ensures testing personnel receive regular in-service training.
- Evaluates the competency of all testing personnel on an ongoing basis.
- Evaluates and documents Testing Personnel's performance at six months and twelve months during the first year of employment and yearly thereafter. Performance is reevaluated (prior to reporting patient test results) if test methodology or instrumentation changes. The evaluation must include the use of the new test methodology or instrumentation.

QUALIFICATIONS:

- Bachelor's Degree/Associate's Degree

- Certificate from American Society of Clinical Pathologists (ASCP), American Society of Medical Technology(ASMT), or Health and Human Services(HHS)
- CPR Certification
- One (1) year of specialized experience performing the following: clinical laboratory tests/examination for use in clinical diagnosis, patient screening, and monitoring patient therapy;
- Current BCL certification.
- Previous experience with Electronic Medical Record.
- Interest and desire to work with a Native American Community.

WORKING CONDITIONS:

Must be able to manage varying volumes of patients, tests in a fast-paced clinic. However, in all cases the work is very detailed. Must have good documentation skills, be thorough and precise. Laboratory technicians sit for much of the day, but must be able to stand for long periods, and spend extended periods of time at a computer station.

HAZARDS:

Potential for daily exposure to blood and bodily fluids, communicable diseases and chemicals.

Preference will be given to qualified individuals of American Indian descent.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

Date Approved by the Tribal Council: 9/17/2013