

JOB VACANCY ANNOUNCEMENT

Opening Date: September 3, 2020

Closing Date: Until Filled

Position:

Laboratory Manager

Reports to:

Hospital Administrator

Salary/Wage: Grade E20; \$100,532.43-\$110,995.93/YR DOE

Department:

Laboratory

Hours: Monday-Friday; Varies based on schedule

Location:

ASNA

Brief Summary:

Responsible for College of America Pathologists accreditation. Under the direction of the Pathologist, is responsible for the administrative operation of the Laboratory, maintenance of all policies, procedures and quality control practices, and for the management and supervision of Laboratory staff. The Laboratory Manager is responsible for the Laboratory Information System.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education:

- Baccalaureate degree and successful completion of a Medical Technology program that is accredited by the Committee on Allied Health Education and Accreditation (CAHEA).
- Six or more years of experience in a hospital setting required, with two or more years in a supervisory capacity.

Certification/Licensure:

- ASCP certification as Medical Technologist.

Essential Job Functions

- Evaluate and maintain reagent, supplies and equipment necessary for laboratory operation.
- Plan and carry out a clinical laboratory-testing program to meet the needs of a small rural hospital.
- Determine what tests can be offered and what new tests or equipment should be recommended.
- Determine feasibility of using reference laboratory services.
- Ability to program and plan and carry out the work and adapts or otherwise modifies conventional techniques as necessary to perform specific analyses, preserve stock cultures, prepare reagents, etc., using limited equipment and facilities.
- Independently perform a full range of routine and specialized laboratory tests, as ordered by medical staff.
- In microbiology, select proper culture media for use in culturing a variety of aerobic and anaerobic organisms; isolate and identify organisms; perform susceptibility tests to aid the physician in selection of antibiotics to use; prepare and examine smears for pathogenic organisms.
- In immunohematology, perform ABO cell and RH typing, including DU typing when indicated, antibody detection, and compatibility tests of blood for transfusions. If problems arise in compatibility testing, identify the problem, find suitable donors and process the blood for transfusions and assure accuracy of results as errors could result in transfusion reactions.
- In Chemistry, perform such analyses as glucose, BUN, bilirubin, electrolytes, blood gases, calcium, and enzymes.
- In hematology, perform routine cell counts using automated and manual methods, differentials, RBC morphology, coagulation studies such as prothrombin and partial thromboplastin times, reticulocyte counts.
- Perform routine urinalysis and microscopic.
- Accomplish urine Drugs of Abuse.
- Prepare test reports and complete all documentation for billing.

- Report test results in a timely manner and consult with physicians when abnormal results are obtained or there are delays in reporting; perform additional tests when indicated.
- Recognize test inconsistencies and takes appropriate corrective action.
- Perform quality-control tests according to procedure; analyze data and takes appropriate corrective action when results are outside acceptable limits.
- Perform preventive maintenance on equipment according to the department preventive maintenance schedules and document all instrument checks, preventive maintenance activity, routines, problems, and corrective actions taken.
- Recognize, analyze, and take corrective actions to resolve instrument/clinical problems.
- Perform specimen collection and processing as needed.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.

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This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

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