

TITLE OF GROUP CLASSES: CHIEF CLINICAL LABORATORY SCIENTIST

TITLE OF CLASSES IN GROUP

Class Code:

GENERAL 02721901

PUBLIC HEALTH MICROBIOLOGY 02721902

Pay Grade: 39A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for planning, organizing, directing, supervising, and reviewing the activities of the state's clinical and/or public health laboratories within the field of specialization indicated by the title within the group. In the Department of Health Laboratory, to assist the Associate Director of Health or other superior in planning, administering and directing all the activities of the state's public health laboratories within the field of specialization indicated by the title within the group and other laboratories as assigned; as assigned, to act for the Associate Director or other superior in said person's absence; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of the Associate Director or other superior with wide latitude in the exercise of initiative and independent judgement; work is subject to review through submitted reports and conferences and for conformance to established departmental policies, objectives and accepted laboratory standards and practices.

SUPERVISION EXERCISED: Plans, organizes, directs, supervises and reviews the work of administrative, professional, sub professional and technical laboratory staff members and clerical assistants.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for planning, organizing, directing, supervising and reviewing the activities of the laboratories within the field of specialization indicated by the title within the group such as:

General – the hematology, chemistry, serology, transfusion and microbiology laboratories or as required any combination thereof; or

Public Health Microbiology – in the Department of Health the microbiology, serology, molecular diagnostics, biomonitoring laboratories; or as required any combination thereof.

As it applies to both classes:

In the Department of Health, to assist the Associate Director or other superior in planning, administering and directing all the activities of the state's public health laboratories within the field of specialization indicated by the title within the group and other laboratories as assigned, including the use and disposition of available manpower, facilities, equipment and materials.

As assigned, to act for the Associate Director or other superior in said person's absence.

To provide consultative services relevant to the field of specialization to other departments and divisions of state and local government, including hospital administrators and other personnel.

To present conclusions and recommendations based on laboratory findings and other appropriate sources through the submission of reports to superiors, the medical profession, other public health and regulatory agencies, the public, private clinical laboratories and clinics.

To prepare and present scientific papers and lectures.

To represent the department at meetings, conferences, and to the public.

To enforce all applicable governmental laws and regulations that apply to assigned laboratory operations and personnel.

To establish and enforce all applicable institutional policies and procedures to assure that legal requirements relating to the provision of laboratory services are met.

To establish and enforce policies, procedures and regulations for laboratory safety.

To formulate laboratory goals to coincide with departmental goals.

To conduct individual and group conferences with laboratory supervisors to discuss, interpret and implement approved policies and plans developed by superiors; and to develop new or revised laboratory policies and plans and make recommendations thereon.

To provide technical advice and administrative guidance to supervisory laboratory staff members in order to assist them in achieving maximum use of manpower, facilities and other resources.

To evaluate, compare and recommend methods, procedures and instrumentation.

To coordinate and evaluate the activities and personnel in assigned laboratories.

To establish and monitor a quality assessment and improvement program.

To establish and maintain an operating budget and capital equipment budget in conjunction with the departmental goals.

To establish a program for tracking laboratory costs and to make recommendations thereon.

To participate in the hiring, orientation and evaluation of employees.

To develop and provide a plan of in-service and continuing education for all levels of laboratory personnel.

To develop, implement and maintain a data management system utilizing the most current computer technology available.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices for the field of specialization indicated by the title within the group and the ability to apply such knowledge in organizing, directing, supervising and reviewing the work activities of laboratories engaged in providing laboratory services within the field of specialization; a thorough knowledge of currently accepted laboratory methods and procedures, equipment, materials and research techniques and the ability to apply such knowledge in achieving maximum use and proficiency of existing staff facilities and other resources in accomplishing laboratory objectives and output of a group of laboratories; a working knowledge of all state and federal laws and regulations affecting the laboratory activities within the field of specialization indicated by the title within the group; the ability to assist a superior in planning, administering, and directing all activities of the state's clinical and/or public health laboratories; the ability to interpret, implement, develop and revise laboratory policies, plan and objectives; the ability to provide consultative services in and outside the department as well as to provide technical advice and administrative guidance to subordinate programs; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through possession of a Doctorate in the field of specialization indicated by the title within the group; or a Doctorate in Public Health with specialization in the field indicated by the title within the group; and

Experience: Such as may have been gained through employment in a professional laboratory position involving the performance of administrative and/or supervisory duties in directing a large laboratory section or a laboratory program within a public health, medical, clinical, hospital or institutional laboratory or comparable facility.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENTS: As it applies to both classes: Must meet and continually maintain the standards for qualification of personnel who perform clinical laboratory tests as required by RIGL 23-16.2-6. As it applies to the Public Health Microbiology class only: Must possess and maintain certification, or meet and maintain eligibility for certification, by a board approved by the HHS as specified by the Clinical Laboratory Improvement Amendments, the Code of Federal Regulations (CFR) Title 42 493.1443(b)(3)(i).

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