

TITLE OF GROUP CLASS TITLE: SUPERVISING CLINICAL LABORATORY SCIENTIST

TITLE OF CLASSES IN GROUP:

Class Code:

GENERAL	02721801
PUBLIC HEALTH MICROBIOLOGY	02721802
PUBLIC HEALTH CHEMISTRY	02721803

Pay Grade: 34A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the supervision and operation of a clinical laboratory within the field of specialization indicated by the title within the group; to perform the most highly complex tests, analyses and examinations within the assigned laboratory; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of a Chief Clinical Laboratory Scientist with considerable latitude in the exercise of initiative and independent judgement; work is subject to review through conferences and submitted reports for conformance to departmental, divisional and laboratory policies and objectives as well as accepted laboratory standards and practices.

SUPERVISION EXERCISED: Plans, assigns, supervises, coordinates and reviews the work of professional, sub-professional, and technical staff in an assigned laboratory.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the supervision and operation of a clinical laboratory 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 – the diagnostic microbiology or serology laboratory or, as required, any combination thereof; or,

Public Health Chemistry – the biomonitoring laboratory.

As it applies to all classes:

To perform the most highly complex tests, analyses and examinations within the assigned laboratory, including the operation, effective utilization, maintenance, and adjustment of sophisticated instruments and equipment when required.

To analyze and interpret findings and to present conclusions and recommendations through the submission of analytical 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 review, analyze and evaluate scientific reports prepared by subordinates and make recommendations regarding their release and implementation.

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

To lead and instruct laboratory staff in the application of proper and effective laboratory methods, procedures and techniques.

To supervise the effective utilization and adjustment of instruments and equipment.

To coordinate and integrate the efforts of the laboratory unit with other units and personnel in the institution or department.

To perform evaluations of technical staff and indicate specific deficiencies and areas for improvement.

To develop and participate in a plan for in-service and continuing education for assigned personnel.

To evaluate the activities of the assigned laboratory and the performance of laboratory staff and to submit evaluations to the superior with recommendations for any required courses of action to improve output and/or efficiency.

To organize and participate in a program of quality assessment and improvement within the laboratory.

To direct and conduct quality control programs.

To seek solutions to testing difficulties or problems that arise in the laboratory or field by conducting experimental work and library research or through discussions with authorities in the field.

To supervise and participate in various experimental laboratory work to devise more effective testing methods and techniques in order to improve and/or broaden, where possible, existing laboratory procedures.

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

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

To assist in establishing procedures and to monitor and enforce compliance with regulations, policies and procedures relating to laboratory safety.

To assist in formulating laboratory goals to coincide with overall goals of the department.

To assist in establishing and to utilize procedures for tracking laboratory costs and to make recommendations thereon.

To participate in hiring, orientation and evaluation of employees.

To develop and maintain a data management system utilizing the latest computer technology available.

To outline and supervise students course of study and practice within the unit in consultation the education coordinator.

To perform technical and administrative reviews of analytical reports.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of the field of specialization indicated by the title within the group and the ability to apply such knowledge in the supervision and operation of a clinical laboratory engaged in the performance of a wide variety of laboratory tests, analyses and examinations within the assigned field of specialization; a thorough knowledge of currently accepted laboratory methods, procedures and techniques and the ability to apply such knowledge in the instruction of laboratory staff in providing in-service training, and in developing new or improving existing laboratory methods, practices and techniques for a more effective and efficient laboratory operation; a working knowledge of all state and federal laws, rules and regulations affecting the operation and work output of a clinical laboratory within the assigned field of specialization; the ability to perform the most difficult and highly complex tests, analyses and examinations within the assigned laboratory including the operation, effective utilization and adjustment of sophisticated instruments and equipment; the ability to assign, supervise and review the work of a subordinate laboratory staff; the ability to plan, direct and participate in a variety of research activities relevant to the assigned field of specialization; the ability to prepare and present scientific papers and lectures; the ability to analyze and interpret laboratory findings and to present conclusions and recommendations through the submission of narrative and statistical reports to superior, the medical profession, other clinical laboratories and clinics; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through possession of a Master's Degree in clinical laboratory science or related sciences relative to the field of specialization indicated by the title within the group; and

Experience: Such as may have been gained through employment in a professional laboratory position in a hospital, clinical, or public health laboratory at a supervisory level involving the responsibility for the operation of a designated laboratory unit within a large laboratory section in the field of specialization indicated by the title within the group;

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

SPECIAL REQUIREMENT: Must meet and continually maintain the standards for qualification of personnel who perform clinical laboratory tests as required by RIGL 23-16.2-6.

Class Created: November 27, 1994

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