JOB DESCRIPTION

POSITION: Medical Laboratory Manager

DEPARTMENT: Lac Vieux Desert Health Center

LOCATION: Watersmeet, MI

EMPLOYMENT: Full time

SALARY/PAY RATE: (dependent upon qualifications and experience)

DESCRIPTION:
Performs a wide range of clinical laboratory tests/examinations for use in clinical diagnosis, patient screening, monitoring patient therapy, and other authorized purposes. Provides information for patient diagnosis and treatment by performing laboratory tests in toxicology, chemistry, hematology, and microbiology. The Laboratory Technician reports to the Medical Director/Lab Director. Knowledge and competency in the operation of laboratory equipment and instrumentation and the collection and processing of laboratory specimens must be demonstrated.

DUTIES AND RESPONSIBILITIES:
- Performs phlebotomy, capillary and heel puncture procedures as directed
- Collects and processes blood, urine, tissue specimens and other samples as ordered by licensed provider
- Processes and stores specimen to be sent for further or later analysis following laboratory procedures for collection, labeling, and transportation to reference laboratories
- Is proficient in operation of laboratory equipment and instruments
- Prepares reagents, solutions, standards, and controls to be used in different areas within the established guidelines for accuracy and precision
- Discusses results and findings of alert or critical lab values and procedures with physicians or designee
- Logs data from medical tests and enter result into patient’s medical record or provide results to ordering physician via other means
- Identifies and communicates abnormal patient conditions by alerting supervisory personnel, the patient physician, or nurse, reporting mandated information to the public health department
- Keeps work surfaces clean and orderly
- Maintains quality results by running standards and controls, verifying equipment function through routine equipment maintenance and advanced trouble shooting; calibrating equipment utilizing approved testing procedures; monitoring quality control measures and protocols
- 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 patient’s 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 or confirm abnormal patient results within a reasonable time frame and notifies providers accordingly
- Regularly reviews general, procedural, proficiency testing, quality control, and personnel responsibilities with Clinical Director/Lab Director to maintain CLIA and COLA certifications
- Serves as technical resource by participating in staff training; ensures clinical staff are competent in POC testing
- Orders, stocks, and maintains laboratory supplies, reagents, controls, calibrators and equipment
- 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 MDS for all chemicals and substances used in the laboratory
- Follows standard precautions and infection control policies and procedures
- Maintains patient confidence by keeping laboratory information confidential
- Adheres to professional standards, clinic policies and procedures, federal, state, and local requirements
- Enhances laboratory services and Lac Vieux Desert Health Center reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments
- Takes initiative in development and updating of laboratory policies, procedures, and protocols
QUALIFICATIONS:
• One (1) year of specialized experience performing the following: clinical laboratory tests/examination for use in clinical diagnosis, patient screening, and monitoring patient therapy;
  1) Withdraws blood by venipuncture and capillary puncture
  2) Set up, operate and or utilize appropriate equipment, instruments, containers and other devices and materials to perform qualitative and quantitative analysis of substances;
  3) Preventive maintenance, periodic inspection and performance testing of equipment and instruments;
  4) Label, clean and sterilize equipment
• Current BCL certification
• Previous experience with Electronic Medical Record
• Interest and desire to work with 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.

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: 9/13/2017