

FAITH COMMUNITY HEALTH SYSTEM

Jacksboro, Texas

LABORATORY DIRECTOR

JOB DESCRIPTION

February 2022

REPORTS TO: Chief Operating Officer

SUPERVISES: Laboratory Staff

FLSA CLASSIFICATION: Exempt

SUMMARY: Plans, directs, and organizes the provision of medical laboratory services. Establishes policies, procedures, standards, and departmental objectives. Supervises department personnel and manages all functions including testing, compliances with standards and regulations, and control and maintenance of equipment.

OSHA Bloodborne Pathogens Class I.

ESSENTIAL FUNCTIONS:

- Plans, organizes, and directs the laboratory testing of patient specimens.
- Provides for the equipment requirements of the laboratory operation.
- Manages department functions and supervises department personnel.
- Maintains confidentiality while working with confidential matters on a daily basis
- Provides services direct to patients while maintaining a positive patient relations atmosphere.
- Interacts with Medical Staff member and other department managers on a continuous basis.
- Follows procedures for using precautions when involved in direct patient contact or when handling potentially infectious materials.

PROFESSIONAL REQUIREMENTS

- Adhere to dress code, appearance is neat and clean.
- Complete annual education requirements.
- Maintain patient confidentiality at all times.
- Report to work on time and as scheduled.
- Wear identification while on duty.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Communicate the mission, ethics and goals of the organization.
- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services.

KNOWLEDGE, SKILLS and ABILITIES

- Excellent written, verbal and listening communication abilities.
- Willingness to establish effective working relationships with internal and external customers.
- Ability to manage conflict, stress and multiple simultaneous work demands in an effective, professional manner.
- Ability to work independently, while collaborating with other team members.
- Ability and willingness to self-motivate, prioritize, and be willing to change processes to improve effectiveness and efficiencies. Adapts to changing patient or organizational priorities.
- Ability to make independent decisions in accordance with established policies and procedures. Decisions and problem solving require a combination of analysis, evaluation, and interpretive thinking.
- Computer literacy, including but not limited to, data entry, retrieval, and report generation.
- Must not have any restrictions for physical work for which reasonable accommodation cannot be made.

QUALIFICATIONS

- Medical Doctor or meets CLIA qualification and education requirements.
- Two years of high complexity testing experience in a medical laboratory or previous general supervision qualification under CLIA rules.

PHYSICAL REQUIREMENTS

- Full range of body motion including handling and lifting patients.
- Manual and finger dexterity.
- Hand and eye coordination.
- Sitting for extended periods of time.
- Standing, walking and reaching.
- Lifting and carrying items weighing up to 30 pounds.
- Corrected vision and hearing to within normal range.

Employee

Department Head/Administrator

Date

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

