



TRINITY HOSPITAL
Wolf Point, MT 59201
(406) 653-6500

POPLAR COMMUNITY HOSPITAL
Poplar, MT 59255
(406) 768-6100

Director of Laboratory Services

Name: _____

Job Title: Director of Laboratory Services
Accountable to: Vice President of Ancillary Services
Department: Laboratory
Reviewed Date:

Purpose of your Job Position

The primary purpose of your job position is to be responsible for the management of all laboratory resources from staff to equipment to supplies.

The Director of Laboratory Services oversees the laboratory processes, performances, interpretations of all testing within the Laboratory. The Director of Laboratory Services is responsible for the safe delivery of lab services on a 24/7 basis which includes patient care and legally working equipment. The Director of Laboratory will establish adequate staffing plans for the NEMHS Laboratories provide staff orientation and competency training for all staff members, and train and mentor Medical Technologists to assume more supervisory duties. Requires exceptional leadership and laboratory skills along with knowledge of regulatory agencies.

Every effort has been made to make this as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical job assignment to the position.

Working Conditions

- Works in a well-lighted/ventilated area.
- Is subject of intervals of sitting, standing, lifting and moving intermittently throughout the day.
- Is subject to frequent interruptions.
- Is subject to hostile and emotionally upset patients and family.
- Must be able to lift 50 pounds.
- Is subject to infectious diseases, odors, etc. throughout the day.
- Must work beyond normal working hours (on-call) as scheduled.
- Must attend facility meetings as offered.
- Must rotate between campuses of NEMHS as needed and appropriate.

Essential Educational Requirements

Must currently be licensed in the State of Montana as a Clinical Laboratory Scientist and be certified with one or more of the following national professional associations: ASCP, NCA or AMT. At least 10 years of experience in a clinical laboratory is required

Previous experience in a clinical lab with progressively more responsible experience within the General Laboratory.



Essential Job Functions

- Must rotate call back schedule.
- Must speak, read, write, and comprehend the English language.
- Must have the basic skill to operate and maintain the analytical equipment in all departments in the NEMHS laboratories.
- Must follow facility isolation, blood borne pathogen policies, and OSHA standards while working in the facility.
- Must possess the sense of sight/hearing or use prosthetics that will enable these senses to function adequately so that the requirements of this job can be fully met.
- Will on occasion need to assist Medical Technologists with troubleshooting equipment maintenance problems.
- Demonstrate ability to remain calm during stressful situations, and have good working relationships with other employees.

Major Duties and Responsibilities

- Must perform basic bench work in all areas of the laboratory on clinical specimens.
- Must be able to perform and understand quality control principles and how they apply to testing within Laboratory.
- Must be able to troubleshoot all quality control problems.
- Must be able to correctly register patients, order, run and result tests in the hospital/laboratory information system.
- Maintains CLIA regulations.
- Must be able to relate to and work with the disabled, elderly, emotionally upset patients/residents, family and visitors.
- Must adhere to the policies and procedures of the laboratory.
- Must attend and participate in education offerings.
- Participate in proficiency testing.



Director of Laboratory Services

- Must be able to review on annual basis the policies and procedures within the Laboratory to ensure that testing is being performed in the correct manner.
- Support and promote the organization's programs in Quality Assurance, Infection Control, Safety and Risk Management.
- Prepares and develops Laboratory Operating and Capital Budgets need based upon patient population needs.
- Prepares and Maintains Departmental Reports, Statistics, and present reports to Management when requested.
- To abide by all NEMHS Policies
 - All OSHA Policies
 - All Personnel Policies
 - All Employee Health Policies
 - All Departmental Policies
 - All State and Federal Guidelines
 - Abides by all Corporate Compliance Policies
 - All HIPAA Policies
 - All Hazcom/Blood Borne Pathogens

I have read the job description and hereby agree to perform the above duties and responsibilities to the best of my ability.

X
Employee Signature

Date: _____

X
Laboratory Director's Signature

Date: _____