



**MORROW COUNTY
HEALTH DISTRICT**
Excellence in Healthcare

Employment at Morrow County Health District

Morrow County Health District believes that each employee makes a significant contribution to those we serve and the District as a whole. Every day our patients, families, other healthcare providers, visitors and coworkers are always deserving of exceptional, friendly service and the highest level of quality care possible. This is made possible by all employees agreeing to adhere to the District's Promise of Excellence and upholding our True North Statement of "Welcoming our patients and providing exceptional care."

Your contribution to the District and those we care for is not limited by the responsibilities set forth in this position description. This description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary.

Title: Laboratory Director

Department: Laboratory

Exempt/Non-Exempt: Non-Exempt

Reports to: CEO/Administrator

Pay Equity Group: _____

Effective Date: 11/22/22

General Position Summary:

The Laboratory Director oversees the operation of the clinical laboratory at Pioneer Memorial Hospital and the District's outpatient clinic labs. This is a working manager type position. The Director performs diagnostic laboratory testing and is required to share 24-hour call responsibilities.

The Director ensures staff are properly credentialed and trained, that all equipment and instruments are tested and function accurately. The Director reports to and works with the Lab Director physician to ensure that all laboratory sites meet or exceed established state and federal guidelines for proper performance and accuracy of patient test results, and that all locations are in compliance with all regulating agencies. The Director works collaboratively with physicians, medical providers and other hospital departments in the delivery of patient care. This is a leadership position and requires leadership skills and experience.

Essential Functions:

1. Manage the operations and delivery of inpatient and outpatient laboratory services while maintaining a culture of “Welcoming our Patients and Providing Exceptional Care”.
2. Maintain open and positive communication with the CEO and Laboratory Director regarding lab operations.
3. Ensure staff have proper and current credentials.
4. Ensure that all staff who perform laboratory functions follow written policies and procedures for the collection, preparation, testing and reporting of laboratory results.
5. Ensure that all staff maintain strict patient confidentiality and follow all HIPAA regulations.
6. When paged or called, must be able to respond to hospital within twenty minutes in professional condition as to perform requested laboratory testing.
7. Work with Laboratory Director to ensure all policies and procedures are reviewed annually and updated as needed.
8. Responsible for test result and equipment accuracy, including kit testing results.
9. Interpret quality control and patient data from instruments to determine proper performance and make adjustments as necessary.
10. Ensure smooth rapid flow of test requests, testing of specimens and reporting of results to medical staff.
11. Manages personnel actions including, but not limited to, hiring, performance evaluations, discipline process, submission of time cards, tracking of time and attendance and management of schedules and vacation coverage for staff. Work collaboratively with the Human Resources Director for assistance in areas related to personnel.
12. Attend monthly Department Director Meetings and if requested, Board of Director’s meetings. Attend required in-services and educational programs.
13. Prepare annual budget for the department and ensures appropriate fiscal management practices are followed. Approve and submit invoices as needed to Accounts Payable Department.
14. Responsible for reporting to the following agencies:
 - Infectious diseases – Oregon Public Health Department
 - Proficiency testing – Center for Disease Control’s National Healthcare Safety Network (NHSN)
 - Chemical and biological terrorism agents proficiency testing – Laboratory Response Network (LNR)
 - All proficiency testing, new procedures, new tests offered – Lab Pathologist
 - Monthly Quality Control reporting – Technical Consultant (Interpath Laboratories)
 - Flu survey - Center for Disease Control’s National Healthcare Safety Network (NHSN)
 - Communicable diseases – Public Health Department
15. Must follow Record Retention Requirements for Oregon Clinical Laboratories as per the Oregon Health Authority’s Laboratory Compliance Section.
16. Ensures that the laboratory is in compliance with requirements and prepared for surveys by regulating bodies.

Secondary Functions:

1. Oversee and ensure the implementation of standards and standard of work in the lab. This includes proper training of all staff, policy education, and verification of competency through regular observation and testing.

2. Provide leadership, counseling and training for staff.
3. Investigate, develop and present potential new service offerings as well as cost saving proposals to Administration.
4. Ensure and document that all department staff members annually review the Safety Manual, the Hazardous Communications Program, Chemical Hygiene Plan, Bloodborne Pathogen Policy and Personnel Policies.
5. Investigates and manages all incident reports and complaints associated with laboratory service and staff.
6. Participate in an open line of communication between Medical Staff, Nursing and ancillary departments to ensure quality healthcare for patients.
7. Ensure supply inventory is current.
8. Ensure all safety inspections, drills and staff education are completed as per policy.
9. Prepares department report as part of annual Critical Access Hospital Report and participate in annual meeting.
10. Other duties as assigned by CEO/Administrator.

Job Scope:

Supervisory Responsibility:

The Lab Director has direct supervision of three full-time employees and one part-time employee in the lab: three technicians and a phlebotomist. Will schedule or oversee staff schedule, oversee training of laboratory and relative clinic staff, track required licensing of all laboratory staff, track required staff trainings, and conduct annual performance evaluations. Will work with inspectors/surveyors as appropriate. Must be available to take On-call position if required. Will approve time sheets, vacation requests as per policy and other time off. Will work with the Human Resources Director on employee issues when needed. May delegate duties as appropriate.

Interpersonal Contacts:

Excellent professional interpersonal communication skills are required for in-person, phone and email communications. The Director is in constant communication with patients, medical providers and hospital and clinic staff and has various interactions with other District staff, patient family members, local, state and federal organizations. May represent the District at public meetings and events in a variety of settings with diverse communities. Demonstrated understanding and appreciation for diverse cultures is required.

Specific Job Ability:

The Laboratory Director must possess excellent organizational and prioritizing skills as well as project management and leadership skills. Demonstrated effective analytical and problem solving skills will be used on a regular basis. Must have the knowledge of specimen requirements for laboratory testing requested by medical staff; be skilled in proper patient identification; possess phlebotomy skills in patients of all ages; experienced in specimen handling; in processing of Department of Transportation and other Drug Screens; in recording of laboratory temperatures; inspection of Blood Bank stock in refrigerator and freezer. Must also be experienced in the collection of test sample collections; be able to properly complete reference laboratory request forms, including billing information. Must be able to start equipment, provide routine maintenance, run quality control specimens and report out-patient results. Skills and experience to troubleshoot equipment, calibrate instruments and knowledge of panic values and proper communication of those values is required. Must have skills and experience to perform testing as is customary in a hospital laboratory setting. Must have

experience in documenting all quality control, calibration, routine maintenance, troubleshooting and repairs on all laboratory equipment. Must perform Blood Bank testing, including quality control, and correct any blood bank problems. Must prepare various blood products for transfusion. Will complete documentation and release of Trauma Units in emergency blood replacement situations. Will investigate suspected transfusion reactions. Must have experience in packing blood products for shipment or exchange.

Will read and answer all communications directed to the department. Will write and update various policies and procedures for the department and for the Medicare/Medicaid Compliance Program as necessary. Will write Laboratory procedure manuals for all areas of the clinical laboratory in National Committee for Clinical Laboratory Standards format.

Ensure turnaround times for testing including "stats" are within stated time frames. Will assist medical staff in the selection and interpretation of laboratory tests and results. Will work with the Central Supply Clerk to determine the most cost effective purchase of laboratory supplies and must ensure proper billing is done for all tests performed.

The Director must be skilled in general office operations and have experience in Microsoft Office programs and be an expert user of the District's Electronic Medical Record software.

Specific Job Effort:

Must be able to stand for periods over one hour but no more than three without sitting. The ability to lift up to 60 lbs. without the use of lifting devices. Be able to stoop, bend and twist to move equipment and supplies. Have the ability to be in a kneeling position for up to 15 minutes. Use hands and fingers to collect blood samples, manipulate small parts and tools while working on equipment. Must be able to read small print and thermometers. Must have the ability to see color to determine the color of wires. Must be able to receive verbal orders, instructions, etc. Must have the ability to palpitate a patient's vein or artery for collection of blood samples. Must be able to smell smoke or scent of an electrical malfunction.

Must be able to concentrate on fine details with constant interruptions for periods up to 24 hours. Must be able to understand and relate concepts to specific ideas/needs behind the concepts, be able to understand and relate theories to a specific concept. Must be able to remember multiple verbal and written assignments/tasks extending over extended periods of time. Position is subject to stressful situations. Must be able to manage conflict when needed, and have the ability to function professionally in stressful situations.

Education, Experience and Certification/Licensure:

Must have graduated from an accredited college with a two or four-year degree with a major in Laboratory Health Science or similar field, or be a graduate from the Armed Forces Advanced Laboratory School that is a minimum of 52 weeks in length. Must meet CLIA 88 Standards as a General Supervisor as outlined in the Federal Registry. Must have a minimum of five years of experience in a Clinical Laboratory Setting. Two years of experience as a Laboratory Supervisor or Department Head in a laboratory setting preferred. Combination of education and work experience may be considered.

Job Conditions

The Lab Director works primarily in the hospital laboratory in a temperature range of 18 to 25 degrees C. although due to HVAC issues in the old building this range may vary as much as 5 to 10 degrees C. There is constant exposure to Hazardous Waste and Bloodborne Pathogens. Frequent exposure to Sharps as well as hazardous chemicals. There is also frequent exposure to mechanical noise from laboratory equipment. There may be occasional exposure to a combative or confused patient while performing phlebotomy.

There can be some travel to District clinics, for meetings and events as well as occasional overnight stays for trainings, etc.