



JOB DESCRIPTION

JOB TITLE: Assistant Director of Laboratory
EXEMPTION STATUS: x Exempt Non-Exempt
REVISED DATE: December 18, 2023

SUMMARY: Under direction of the Director of Laboratory, the Assistant Director of Laboratory is responsible for the operation and administration of the laboratory; coordinating the activities of supervisors and personnel engaged in performing chemical and/or physical tests, quality control processes, and reporting clinical laboratory test results. Responsible for performing tests in a high-complexity clinical laboratory in three or more specialties, such as Microbiology, Serology, Chemistry, Toxicology, and/or Immunology. The Assistant Director of Laboratory may fulfill the director's duties in his/her absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Must be always accessible to supervisors and testing personnel while testing is performed and provide telephone or electronic consultation to resolve technical problems in accordance with policies and procedures established by the laboratory director.
- Responsible for providing day-to-day management of test performances by supervisors and testing personnel.
- Responsible for ensuring that the laboratory supervisors monitor test analysis and specimen examinations to ensure the acceptable levels of analytic performance are maintained.
- Assure through their supervisors that all remedial actions are taken whenever test systems deviate from the laboratory's established performance.
- Assure through their supervisors that patient test results are not reported until all corrective actions have been taken and the test system is functioning properly.
- Assure that orientation to the laboratory is provided to all testing personnel by their supervisors.
- Assure that prescribed procedures are followed in the performance of any tests within the laboratory specialties and be capable of calculating the results of the tests performed if necessary.
- Assure the proper operation, calibration, performance checks, and maintenance of all clinical laboratory instruments and equipment.
- Recognize and correct basic instrument malfunctions if necessary.
- Assure that reagents and media are prepared from a prescribed procedure and adjustments are made if necessary.
- Assure that media, reagents, and calibrators are evaluated according to established criteria.

- Assure that established quality control procedures are conducted on analytical tests, equipment, reagents, media, and products. Evaluate results of quality control and ensure implementation of corrective action when indicated.
- Determine performance specifications for new methods.
- Establish basic quality control procedures.
- Assure that comparison studies of precision, accuracy, linearity, cost, suitability, etc. are performed on new and existing procedures and results are reported in an established format.
- Correlate and interpret data based on knowledge of physiological conditions affecting results and assess plausibility of laboratory results through correlating of data when necessary.
- Specify the need for additional laboratory tests for definitive diagnostic information in prescribed instances.
- Confirm and verify results through knowledge of techniques, alternatives, and instruments.
- Recognize problems, identify the cause, develop alternatives, and determine solutions where no preset criteria are available.
- Establish and monitor quality assurance/continuous quality improvement programs.
- Establish and monitor safety programs in compliance with laboratory regulations.
- Assure that records are maintained that demonstrate that proficiency testing samples are tested in the same manner as patient specimens.
- Assure utilization of laboratory information systems or other methods to report patient results accurately and effectively.
- Assure that laboratory procedures are written to conform to a standardized format.
- Provide clinical orientation and supervision for students and new or less skilled laboratory personnel.
- Monitor ordering or direct ordering of drugs, solutions, and equipment and assure that records of ordering are maintained.
- Initiate the purchase of supplies and equipment required for the laboratory.
- Assist with the interpretation of corporate policy and state law as related to the laboratory.
- Participate in Corporate safety procedures and programs.
- Remain current in laboratory knowledge and skills.
- Must be licensed as a laboratory director in the State of Tennessee or able to obtain within a year.

SUPERVISORY RESPONSIBILITIES: Directly manages supervisors and/or technical and clerical staff in the laboratories. Carries out managerial responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: Must possess a PhD in biological science, chemistry, medical technology, or related area and hold an HCLD certification. Must have at least five years of full-time laboratory experience, or its equivalent subsequent to qualifying as a manager. Experience must be in a clinical laboratory acceptable to the Medical Laboratory Board of Tennessee and with a director at the doctoral level.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to compose correspondence, reports, and other materials. Ability to write reports, business correspondence, and procedure manuals. Ability to express ideas clearly, concisely, and convincingly. Ability to effectively present information and respond to questions from groups of managers, clients, patients, the public, one-on-one, physicians, and/or administration.

MATHEMATICAL SKILLS: Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to exercise good judgment in evaluating situations and making decisions.

OTHER SKILLS AND ABILITIES: Knowledge of the principles and practices of supervisory and general management abilities for a laboratory. Ability to establish and maintain an effective working relationship with faculty members, students, residents, staff, patients, and other third parties. Ability to organize tasks, working as a team member and independently. Ability to operate computer, keyboard, and printer. Convey a professional and positive image and attitude.

WORK ENVIRONMENT: The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job within a medical office. Reasonable accommodations to enable individuals with disabilities to perform the essential functions will be considered.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be considered to enable individuals with disabilities to perform the essential functions.

DISCLAIMER: The above statements and performance expectations are intended to describe the general nature and level of work by individuals assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, skills, and abilities required by personnel so classified.

I have received information regarding ETSU Health Policies and Procedures and understand how to access them on-line.

I understand and agree that in the performance of my duties as an employee of ETSU Physicians & Associates, I must hold information of a confidential nature in the strictest of confidence. I must not use or disclose any Protected Health Information other than as permitted by HIPAA requirements. I understand that any violation of the HIPAA policies may result in disciplinary action, which may include termination.

Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or ETSU Physicians & Associates may terminate employment at any time, for any reason.

By signing below, I acknowledge that I have reviewed this job description and will comply to the best of my ability.

Employee Signature

Date

Supervisor's Signature

Date

Human Resources Director

Date