

United States Jobs Expertini®

Laboratory Supervisor (Night Shift)

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Company: Sonic Healthcare USA

Location: United States

Category: other-general

The Laboratory Supervisor (Night Shift) is responsible for the overall technical operation of the night shift. Responsible for orientating, evaluating and documenting competency of testing personnel and lab aides. Ensures departmental programs, quality control, performance improvement and safety regulations are met by all employees. Oversees and reviews patient test results and quality control results and takes remedial action when indicated. Maintains departmental expenses and productivity as budgeted. Duties & Responsibilities: Manages the daily activities of the laboratory to ensure quality services are rendered in an efficient and timely manner. Maintains and assists with continual compliance as required by standards of accrediting or regulatory agencies. Develops and maintains department policy and procedure manuals. May evaluate and implement new procedures as directed. Establishes and monitors the standards of accuracy, precision and efficiency in performance of laboratory tests or the operation of equipment. Takes corrective action and documents results. Assures compliance with laboratory and hospital safety and infection control policies. Assists with recruiting efforts and handles and/or participates in the termination process as required. Monitors employee performance, completes and conducts periodic evaluations, counsels and disciplines as necessary in accordance with Guidelines. Oversees or prepares employee schedules, approves timesheets, approves and monitors PTO to ensure availability to effectively handle daily activities. Continuously trains and updates team on new policies/procedures and other information. Performs laboratory testing. Consults with medical, nursing and administration on regular basis to coordinate quality patient care. Maintains strict HIPAA confidentiality in all situations and with all documentation. Maintains consistent and

reliable attendance and complies with company guidelines on attendance. Monitors financial reports to meet company financial goals. Adheres to confidentiality, safety, compliance, and legal requirements. Performs other duties as assigned. Education and Experience: B.S. in Chemical, Biological, Medical Technology or Physical Science; or equivalent exam required. One year of laboratory training from an accredited program, if B.S. is not in Medical Technology is required. Four years of laboratory testing in a high complexity environment is required. Six years of laboratory testing in a high complexity environment is preferred. Certified in the area of Medical Laboratory Scientist by the ASCP Board of Certification, National Certification Agency for Clinical Laboratory Professionals or equivalent is preferred. Knowledge, Skills, and Abilities: Good communication skills, both orally and in writing. Ability to work independently, be attentive to detail, and provide quality work. Ability to handle difficult situations involving patients, physicians, or others in a professional manner. Ability to establish and maintain positive relationships with employees, physicians, vendors, clients, and external agencies. Knowledge of medical terminology related to blood collection. Ability to operate medical tools and equipment in carrying out phlebotomy procedures. Must maintain the confidentiality of employee, patient, client, and company information at all times. Commitment to compliance with applicable laws: federal and state regulations, including CAP, CLIA, HIPAA, Safety, and OSHA Regulations. Proficient with Microsoft Office Suite or related software. This position is responsible for supervising the following laboratory staff: MT, MLT, Lab Aides, Specimen Processors.

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