

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Medical Laboratory Supervisor**

**Class Code: 40672**

**Pay Grade: GJ**

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### **A. Purpose:**

Supervises a medical laboratory to ensure that laboratory procedures meet quality control standards, represent current practices, and are in compliance with current state and federal guidelines.

### **B. Distinguishing Feature:**

The Medical Laboratory Supervisor supervises the operations of a medical laboratory by preparing the operating budget, developing and maintaining quality control and assurance programs, writing and updating policy and procedure manuals, and supervising Medical Technologists and other laboratory support staff.

The Medical Technologist performs a variety of clinical laboratory tests in one or a combination of specialized areas depending on the size and scope of laboratory activity.

The Medical Laboratory Technician must demonstrate competency and would perform moderately complex testing as defined by the American Society for Clinical Laboratory Science (ASCLS) as tests demanding some degree of independent judgment and interpretation under the direct supervisor of a Medical Technologist.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Acts as liaison between the laboratory and other health-care staff to ensure laboratory procedures are understood and followed by department personnel.
  - a. Participates in quality assurance and infection control activities.
  - b. Analyzes patient data to formulate a hypothesis and suggests a logical protocol for the physician to follow in confirming the diagnosis of a patient.
  - c. Correlates and interprets laboratory data based on knowledge of physiological conditions affecting test results.
  - d. Monitors adherence to established laboratory procedures related to specimen procurement, handling, transport, and processing; and patient and specimen identification policies.
2. Develops and monitors a quality control/assurance program to ensure credibility of test values.
  - a. Maintains a thorough and up-to-date knowledge of regulatory agency requirements and establishes quality standards to meet those requirements.
  - b. Utilizes statistical procedures to monitor recommended variability in control values to determine if established standards are being met for each test.
  - c. Participates in required proficiency testing programs and monitors proficiency results to ensure continuance of approved laboratory status.
  - d. Performs statistical analyses and appropriate methodology comparisons prior to implementation of new test methodologies to ensure accuracy and precision.
  - e. Establishes and enforces test turnaround times to ensure medical usefulness of tests.
  - f. Reviews test data and consults with health-care teams.

- g. Conducts efficiency studies to determine ways to streamline procedures and speed up delivery of lab results to medical staff.
3. Develops and maintains a preventive maintenance program to ensure test accuracy, minimize test variability, and improve instrument reliability and durability.
    - a. Performs in-house instrument repair when possible to minimize downtime.
    - b. Trains personnel to perform preventive maintenance checks and monitors maintenance activities.
    - c. Reviews the cause for instrument failures and ensures corrective action is taken.
    - d. Monitors contract maintenance workers performance and reports inadequate performance to contract administrator.
  4. Completes administrative functions for the laboratory to ensure compliance with regulatory and institutional requirements and that laboratory procedures represent current practices.
    - a. Writes and updates policy and procedures manuals.
    - b. Compiles laboratory procedures to be used, revising or noting any changes in procedures.
    - c. Develops and maintains an inventory control system.
      - i. Establishes stock requirements, reordering points, lead-times, and monitors the status of emergency orders.
      - ii. Prepares purchase orders and reviews invoices.
    - d. Controls the selection, scheduling, and performance of testing procedures.
      - i. Determines which test procedures would be more economical.
      - ii. Records and organizes statistics and calculates productivity.
  5. Supervises subordinate staff to ensure the goals and objectives of the work unit are met.
    - a. Interviews and selects staff.
    - b. Provides training and work direction.
    - c. Approves leave requests.
    - d. Addresses staff problems and recommends disciplinary actions.
    - e. Conducts performance appraisals and completes performance documents.
  6. Performs other work as assigned.

**D. Reporting Relationships:**

Typically supervises Medical Technologists, Radiological Technologists, Laboratory Technicians, and other laboratory support staff.

**E. Challenges and Problems:**

Challenges include determining if a problem is one of equipment malfunction or quality control. Must be familiar with several pieces of equipment and how they operate. If the equipment is working properly determines what part of the test was improperly performed.

Typical problems include gaining compliance from other departments with laboratory procedures, dealing with patients who may be uncooperative or violent, and specimen and patient preparation.

**F. Decision-making Authority:**

Decisions include selection of areas requiring a quality assurance audit; selection of appropriate proficiency testing programs; deciding which laboratory services should be performed in-house; selection of equipment, supplies, and vendors; determining credibility of test results and acceptability of quality control measures; and staff scheduling and prioritizing of work load.

Decisions referred to a superior include contractual service expenditures not specifically outlined in the budget, travel requests, approval to perform esoteric or expensive tests, approval to make expensive equipment repairs, approval to implement special testing programs not provided for in the budget, and approval to purchase technical literature not specifically provided for in the budget.

**G. Contact with Others:**

Daily contact with physicians, nurses, and psychiatric aides regarding scheduling tests, providing test results, test procedures, and laboratory test interpretations; weekly contact with the Assistant Administrator of Medical Support Services to discuss operational problems; and frequent contact with sales and technical representatives to discuss supply and equipment purchases.

**H. Working Conditions:**

The incumbent has contact with uncooperative or abusive patients and handles hazardous chemicals and potentially infectious bodily fluids.

**I. Knowledge, Skills and Abilities:**

Knowledge of:

- the principles, practices, equipment, and procedures of medical technology, including bacteriology, serology, physiology, and analytical chemistry;
- laboratory management;
- safe laboratory procedures.

Ability to:

- effectively organize and plan work;
- establish and maintain effective working relationships with patients;
- make decisions;
- present data with clarity and accuracy;
- understand and interpret complex directions, formulas, and charts;
- supervise.

**J. Licenses and Certification:**

Must be or eligible to be a registered Medical Technologist.