

## Overview

This position provides leadership and directs the training, development and supervision of laboratory personnel; plans and schedules the activities of the laboratory; assumes responsibility for the proper application of policies and procedures; and operates the laboratory on a cost-effective basis. The incumbent is accountable for the accuracy and reliability of all services provided by the laboratories in the **Central Maine Health care System** under his/her supervision.

## Responsibilities

- Ensures that all testing performed under his/her supervision is according to established, approved procedures and quality control policies.
- Performs management tasks, in partnership with applicable centers of excellence, such as:
  - Interviews, employs, terminates, or makes recommendations with regard to hiring or dismissal.
- Plans work schedules and assigns work based on availability of personnel, workload and makes adjustments to ensure continuous operations and productivity levels.
- Evaluates employee performance, recommends appropriate pay increases, handles grievances and work group performance.
- Coaches and counsels staff to assist in their professional development.
- Anticipates departmental needs in order to establish both long and short-range goals; provides direction to the employees to ensure implementation of plans and the meeting of goals; and measures compliance in collaboration with administration (CMMC, Lab Diagnostics and Hospital).
- Prepares written monthly reports of all laboratory activities and submits to the Director as directed.
- Establishes necessary budgetary controls and maintains costs within budgeting constraints.
- Supports and complies with all CMMC, Lab Diagnostics and Hospital policies and procedures. Accountable for implementation and employee compliance with policies and procedures.
- Implements and coordinates Point-of-Care-Testing (POCT) within the hospital.
- Makes recommendations for the purchase of capital equipment.
- Supports and participates in the hospital's performance improvement process in an effort to continuously improve the quality of patient care.
- Investigates and resolves problems; informs Director of all major problems.
- Responsible for the maintenance and retention of all documents needed for Federal/State inspections; ensure successful inspections and initiate timely remedial action as appropriate. Ensures that the laboratory maintains certification in all testing areas and retains its license.

- Executes Safety and Infectious Control Procedures to ensure patient, staff, and visitor safety.
- Promotes mutual respect and professionalism throughout the company and hospital.
- Ensures that client inquiries and problems are handled professionally and expeditiously.
- Other duties as assigned. This is not an exhaustive list of all duties and responsibilities, but rather a general description of work performed by the position.

## **Qualifications**

### **Required Work Experience:**

A proven performance record managing a hospital laboratory, with at least 5 years of management experience. There are 4 Direct reports.

### **Physical and Mental Requirements:**

Sitting, standing, walking, and able to operate motor vehicle.

### **Knowledge:**

- Detailed knowledge of laboratory operations.
- Detailed knowledge of and ability to develop laboratory CQI, Quality Management programs.
- Detailed knowledge of hospital financial operations as it relates to functioning of clinical laboratories.
- Detailed understanding of laboratory and hospital information systems, implementation plans, and interfaces.

### **Skills:**

- Demonstrated leadership and significant management skill in Laboratory Medicine.
- Ability to work with hospital and laboratory personnel in meeting the standards for clinical testing with respect to cost, service, and quality.
- Ability to lead subordinate staff in the performance of their duties.
- Ability to work with the System Laboratory Medical Director.
- Ability to work with and communicate effectively with physicians, hospital and company leadership, staff and customers.

## **EDUCATION**

Bachelors Degree required. Master's Degree Preferred.

## **LICENSE CERTIFICATIONS**

MT (ASCP) or equivalent for certification as a general laboratory supervisor under C.L.I.A. 1967(Required)

### **To learn more:**

[lrouleau@trussgroup.net](mailto:lrouleau@trussgroup.net)