



CAREER OPPORTUNITY

Job Title: Laboratory Manager
FLSA Status: Full Time Non Exempt
Reports To: Chief Nursing Officer
Location: Laboratory
Number of Openings: 1

Pershing General Hospital is an Equal Opportunity Employer & Drug and Alcohol Free Workplace

All PGH positions are Safety Sensitive

Position Overview

The Laboratory Manager monitors the technical functions of the laboratory including equipment safety, validity of test results and evaluation of problems identified, review and revision of test procedures and methodologies, documentation of quality control practices, inventory management, and new employee orientation. Laboratory Manager also monitors Proficiency Testing activities including reviewing results and documenting corrective action as required. Staff supervised includes Medical Technologists, Medical Technicians, and Laboratory Assistant/Phlebotomist. Contacts are made between the Laboratory Manager and the vendors, lab staff, pathologists, physicians, administration and other department managers in the day to day operation, management and administration of the laboratory and coordinating it with other hospital departments. Regular contacts are also made with patients, hospital visitors, outside medical groups such as nursing homes, and related health organizations in coordinating and promoting laboratory services.

General Responsibilities

- Exhibits behaviours that are consistent with the Mission, Philosophy, and Values of Pershing General Hospital and Nursing Home as well as the culture and objectives of Pershing General Hospital and Nursing Home. All employees are expected to work as needed in providing health and wellness services in the communities within Pershing General Hospital and Nursing Home.
- Performs duties of Medical Technologist as defined in the Medical Technologist role summary to remain current on the procedures in the laboratory and to be able to better support staff and inter-relate with associates supervised. Provides technical or clinical expertise to department staff through instruction and training and implements problem solving techniques to improve work performance. Responsible for ensuring the integrity of the Electronic Health Record as it pertains to laboratory results performed at Pershing General Hospital and associated reference laboratories.
- Responsible for providing input in to the hospital budgeting process. Recommends the purchase of supplies and equipment and ensures that par levels of supplies are maintained to assure uninterrupted services.
- Recommends staffing levels and patterns to ensure proper number and skill levels are available to handle the daily workload. Monitors employee performance, addresses issues with staff involved, discusses any disciplinary action with Chief Nursing Officer and/or Human Resources and initiates when appropriate. Evaluates staff per the personnel policies.
- Organizes and directs Quality Control activities of the laboratory to ensure equipment performance standards and test results remain consistent with acceptable standards.
- Attends committee meetings as required and/or assigned. Attends mandatory training and meetings as required. Ensures staff members attend required training and meetings as needed or required.
- Coordinates, directs and participates in the activities of the department in the absence of Laboratory Director to ensure that continuous, accurate, timely and cost effective services are provided.
- Other responsibilities and duties as assigned on occasion, based upon PGH need or requirements.
- Wears identification while on duty. Adheres to dress code, appearance is neat and clean. Completes annual education requirements. Maintains regulatory requirements, including all state and federal regulations. Maintains and ensures patient confidentiality at all times. Reports to work on time and as scheduled. Attends annual review and performs departmental inservices. Works at maintaining a good rapport and a cooperative working relationship with physicians, departments and staff. Represents the organization in a positive and professional manner. Attends committee, QI and management meetings, as appropriate. Ensures compliance with policies and procedures regarding department operations, fire, safety, and infection control. Complies with all organizational policies regarding ethical business practices.

Qualifications

Bachelor's degree in Medical Technology or related field. Six (6) years supervisory experience preferred.

Technical Skills:

Manual dexterity and physical agility to operate all equipment and perform all procedures.

Utilizes safe body mechanics to ensure patient and caregiver safety.

Must have proficient computer skills including Microsoft Office Suite as well as the ability to quickly learn Pershing General Hospital's software system.

Ability to effectively communicate both verbally and in writing; be able to plan, direct and instruct the work of others; able to maintain accurate records with attention to detail.

Ability to write, learn, teach and follow policies, procedures and schedules and to work and make decisions independently.

Technical and analytical knowledge and ability to perform and evaluate laboratory testing in the areas of chemistry, hematology, blood bank, urinalysis, serology, coagulation and therapeutic drug monitoring.

Basic phlebotomy skills necessary.

Other qualifications/certificate/license:

Fulfill all requirements to be certified by HEW, ASCP, and NCA. General Supervisor Licensure by State of Nevada required. Covers call and works holidays and shifts as required.

Basic Cardiac Life Support Certification.

How to Apply

Completed applications may be submitted to Human Resources, Cindy Hixenbaugh, HR Director – cindy@pershinghospital.org

Only qualified individuals being considered will be contacted for an interview.