LABORATORY SUPERVISOR

<u>DISTINGUISHING FEATURES OF THE CLASS</u>: This is an important technical and supervisory position involving responsibility for planning and overseeing the technical operations of the County Public Health Laboratory. An incumbent performs bacteriologic, mycological and microscopic text, including the more complex procedures, to provide data for use in the treatment and diagnosis of disease. Tests requiring independent judgment and responsibility are carried out in those specialties for which the laboratory is licensed. Work is performed under general direction of the Laboratory Director with wide leeway allowed for the exercise of independent judgment. The position involves responsibility for maintaining the highest standards of quality in the testing procedures. Supervision is exercised over the work of subordinate laboratory personnel. An employee in this class is expected to be available at times for emergency testing. A <u>Laboratory Supervisor</u> does related work as required.

TYPICAL WORK ACTIVITIES:

- Supervises and participates in regular bacteriological analysis and examinations covering blood, sputum, feces and other body fluids;
- Insures that proper clinical laboratory quality control standards are being satisfied;
- Sets up, calibrates, standardizes and teaches new analytic and testing procedures for a variety of laboratory tests to subordinate employees;
- Trains employees in laboratory techniques and new methods;
- Conducts research and special studies in the development of new techniques;
- Prepares reports on the activities of the sections and maintains procedure manuals, quality control manuals and other records;
- Consults with Laboratory Director on difficult or unusual problems;
- Maintains an inventory of laboratory supplies and equipment to insure continuous operation of the laboratory;
- Keeps abreast of latest developments in the field;
- Monitors laboratory processes to ensure that acceptable levels of analytic performance are maintained, to include review of quality control, instrument and equipment maintenance, and other quality assurance activities;
- Assures that all remedial actions are taken whenever test systems deviate from the laboratory's established performance specifications;
- Ensures that in the event of non-conformances, results of test examinations are not reported until all corrective actions have been taken and the test system is properly functioning;
- Verifies that staff is trained and competent prior to performing testing on patient specimens independently;
- Perform patient testing:
- May obtain blood specimens from patients.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern laboratory practices, techniques, equipment, terminology and safety precautions practices, knowledge of the practices governing the conduct of scientific laboratory tests; good knowledge of recognized fields of laboratory specialization; a high degree of skill in the operation and care of modern laboratory equipment and apparatus; a high degree of skill in the performance of difficult laboratory tests and routines; ability to plan and supervise the work of others in laboratory techniques and ability to make accurate observations and records of test results; ability to prepare clear and accurate reports of tests and experiments; ability to understand and follow complex technical oral and written instructions; thoroughness, dependability; resourcefulness; physical condition sufficient to perform the essential functions of the

<u>MINIMUM QUALIFICATIONS</u>: Candidates must meet and maintain the qualifications of a Laboratory Supervisor prescribed with Section 58-1.4 of the New York State Health Department's Administrative Rules and Regulations and set forth here:

The laboratory supervisor must meet one of the following requirements:

(a) The supervisor is a physician licensed to practice medicine or osteopathy in the State of New York or an individual who has earned a doctoral degree from an accredited institution with a chemical, physical or biological science as his major subject (accredited, as used herein, refers to accreditation by a nationally recognized accrediting agency or association, as determined by the United States Commissioner of Education).

The supervisor shall, subsequent to graduation, have had at least two years' experience in one of the laboratory specialties in a clinical laboratory or blood bank having a director at the doctoral level. The clinical laboratory or blood bank shall be part of a hospital, a health department, university, medical research institution, or other institution which provides equivalent training.

- (b) The supervisor holds a degree of master of arts or master of science from an accredited institution with a major in one of the chemical, physical or biological sciences and, subsequent to graduation, has had at least four years of pertinent laboratory experience of which not less than two years have been spent working in the designated laboratory specialty in a clinical laboratory having a director at the doctoral level. The clinical laboratory or blood bank shall be part of a hospital, a health department, university, medical research institution or other institution which provides equivalent training.
- (c) The supervisor is qualified as a medical technologist pursuant to the provisions of section 58-1.5(b) of this Subpart and has had at least six years of pertinent clinical laboratory experience subsequent to qualifying of which at least two years have been spent working in a clinical laboratory having a director at the doctoral level. The clinical laboratory or blood bank shall be part of a hospital, university, health department, medical research institution or other institution which provides equivalent training.
- (d) The supervisor is qualified as a cytotechnologist pursuant to the provisions of section 58-1.5(c) of this Subpart and subsequent to qualifying, has had at least four years of pertinent clinical laboratory experience in cytotechnology in a laboratory having a doctoral level director qualified in cytopathology. The clinical laboratory shall be part of a hospital, health department, university, medical research institution, or other institution which provides equivalent training.
- (e) With respect to individuals first qualifying prior to April 1, 1972, an exception to the requirements in subdivision (a), (b) or (c) of this section may be made if:
- (1) the supervisor was performing the duties of a clinical laboratory supervisor at any time between July 1, 1961 and September 1, 1971; and
- (2) the supervisor has had at least 15 years of pertinent clinical laboratory experience prior to September 1, 1971: provided, that a minimum of 30 semester hours of credit toward a bachelor's degree with a chemical, physical or a biological science as his major subject; or 30 semester hours in an approved school of medical technology shall reduce the required years of experience by two years, with any additional hours further reducing the required years of experience at the rate of 15 hours for one year; and
 - (3) he has performed the duties of a supervisor for at least two years during the qualifying 15 years in:
- (i) a clinical laboratory having a director at the doctoral level, of a hospital, university, health department or medical research institution; or
- (ii) in a laboratory approved under the Medicare supplementary medical insurance program, provided also, that where qualifying years in a laboratory described in subparagraph (i) of this paragraph are obtained after January 30, 1969, the laboratory meets applicable conditions under the Medicare health insurance program, or, under title 42, Code of Federal Regulations, part 74, the latter being the regulations issued pursuant to the Federal Clinical Laboratories Improvement Act of 1967.

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SPECIAL REQUIREMNT: Must possess and maintain appropriate Clinical Laboratory Technology license issued by New York State Department of Education.

Revised: 3/20/2014 Revised: 2/19/2015 Revised: 9/8/2015

CATTARAUGUS COUNTY CIVIL SERVICE