

## LABORATORY SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: 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 Laboratory Supervisor 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 position.

MINIMUM QUALIFICATIONS: 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).

