

**Job Code:.....100756**  
**Position#: (PSA)(E)..108256**  
**Developed by:.....ER**  
**Reviewed by:.....SG**  
**Approved by:.....LK**  
**Date:.....12/05; 8/13**

**UNIVERSITY OF RHODE ISLAND**

**Position Description**

**TITLE:** Coordinator, Health Services/Clinical Laboratory Services

**DIVISION:** Student Affairs (Health Services)

**REPORTS TO:** Associate Director, Health Services

**GRADE:** 14

**SUPERVISES:** Principal Clinical Laboratory Scientists, Clinical Laboratory Scientists, Support staff, Student employees

**BASIC FUNCTION:**

Responsible for the supervision of all clinical laboratory services within the University's Health Services, as well as for the referral/coordination of all outside clinical laboratory services. Responsible for the supervision of full-time, part-time, per diem, and student employees in the department. Maintain documentation of a quality assurance, proficiency testing, and quality control program for the department. Work as part of a multi-disciplinary team to evaluate and improve existing processes and services or to design new processes and services. The Associate Director of Health Services provides general supervision, and a consulting, part-time, Laboratory Director provides general medical supervision.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Responsible for the supervision of the clinical laboratory, including the technical specializations of hematology, clinical chemistry, immunology, and clinical microbiology.

Perform high complexity, moderate complexity, and waived level of tests in the technical specializations.

Responsible for all stages of laboratory testing, including the pre-analytical, analytical, and post-analytical stages.

Responsible for the operation and maintenance of clinical laboratory instruments and equipment.

Provide test results to the medical staff and assist in the interpretation and appropriate utilization of results.

Review and evaluate the test results prepared by laboratory staff, and make recommendations regarding their reporting and interpretation.

Instruct laboratory staff in new technical procedures.

Assist in competency evaluations of the laboratory and clinical staff.

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Ensure compliance with all appropriate Federal (Center for Medicare Services, OSHA, EPA), State (Rhode Island Department of Health, DEM) and accrediting agency (Joint Commission on Accreditation of Healthcare Organizations) standards. Maintain documentation of same.

Organize and evaluate a program of quality assurance, quality control, and proficiency testing.

Assist in the development of and implementation of strategic planning.

Participate in the selection, orientation, training, and evaluation of employees.

Participate as a member of the Health Services Management Team and the Health Services Safety and Infection Control Committee.

Participate in the Health Services Performance Improvement Program.

Ensure compliance with HIPAA rules and regulations regarding privacy of health information.

Provide and oversee instruction of undergraduate and graduate students participating in formal courses (e.g., MTC(MIC) 483, MIC 491,492, etc.) and internships.

Participate in clinical research being performed by University faculty/staff or approved outside organizations as directed.

Develop and maintain an inventory control system, ensuring adequate supplies are available at all times.

Coordinate the arrangements for reference laboratory services, tracking of results, and for follow-up. Inform patients on procedure(s) to be performed and about any preparation(s) that must be completed prior to the testing.

**OTHER DUTIES AND RESPONSIBILITIES**

Coordinate with the Department of Safety and Risk Management for compliance with environmental, OSHA, and related regulations. Maintain documentation of same.

Responsible for writing and implementing all policies and procedures for the Laboratory Services Department.

Must be available to work non-standard schedule in order to fulfill assigned duties and responsibilities.

Recommend new equipment and instruments and any construction within the Laboratory Services Department.

Maintain a high level of understanding of current developments in the field and anticipate future needs.

Develop, present, and monitor an annual operating and capital budget for all clinical laboratory services.

Coordinate the procurement of equipment, supplies, and services for the operation of the laboratory.

Perform related work as required.

### **LICENSES, TOOLS AND EQUIPMENT**

Laboratory instruments and equipment, personal computers, printers, and other ancillary devices.  
Certification as a clinical laboratory scientist/medical technologist by ASCP (The American Society of Clinical Pathology) or NCAMLP (The National Certification Agency for Medical Laboratory Personnel.)  
Licensure upon application as a Clinical Laboratory Scientist by the Rhode Island Department of Health.

### **ENVIRONMENTAL CONDITIONS**

This position is not substantially exposed to adverse environmental conditions.

### **QUALIFICATIONS**

**REQUIRED:** Bachelor's degree in biological, chemical, physical sciences or related field; Certification as a clinical laboratory scientist/medical technologist by ASCP (The American Society of Clinical Pathology) or NCAMLP (The National Certification Agency for Medical Laboratory Personnel); Licensure upon application as a Clinical Laboratory Scientist by the Rhode Island Department of Health; Minimum five years of experience in performing clinical laboratory testing; Demonstrated supervisory experience; Willingness to work a non-standard schedule; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to interpret and adhere to institutional policies, plans, objectives, rules, regulations, and standards; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Master's degree in biological, chemical, or physical sciences, management, education, or related area; Demonstrated college health laboratory experience; Demonstrated Windows technology experience; Demonstrated experience in evaluating clinical laboratory equipment and instruments, procedures, and services; and, Demonstrated knowledge of Joint Commission (JC) Ambulatory Care and Laboratory Standards, CLIA 88 (CMS), and Rhode Island Department of Health (RIDOH) clinical laboratory standards, regulations, and policies.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**