

JOB TITLE – LABORATORY TEAM LEAD

HOURS M-F: 8:00 AM - 5:00 PM

SUPERVISOR: Director of Laboratory Services

SALARY Commensurate with Experience

FULL TIME POSITION

POSITION DUTIES/RESPONSIBILITIES: Assist lab director in developing and maintaining a QA/PI program. Assist lab director in developing and maintaining competency/training program. Primary resource for initial training, biannual, and annual competency assessments. Assist in the development of technical procedures. Assist in bringing in new instrumentation and the validations of each new test. Assist in scheduling, coaching, and orientation of new staff. Primary support for instrument troubleshooting and inventory management. Assist lab director in LIS management and implementations. Understand and adhere to the Center's laboratory policies and procedures manual. Perform venipuncture/skin puncture to collect blood; label specimens. Analyze medical specimens. Validate medical laboratory test results, retesting and recertifying as required. Report abnormal (critical value) results to ordering physicians and other providers as needed. Comply with all regulations related to confidentiality of patient information. Record patient information and test results in various laboratory logs. Run daily laboratory quality control procedures , perform and document corrective actions as required. Perform routine maintenance on laboratory instruments and equipment. Fulfill accreditation agencies' continuing education requirements. Conform to OSHA guidelines concerning safety and use of personal protective equipment. Clean workstation daily. Enter data into laboratory information system (LIS), including all test results, QC parameters and patient information. Verify test results and QC data in LIS. Process results from LIS to Epicare. Print and distribute test results from LIS. Perform QA monthly. primary backup when lab director is out. Perform laboratory duties for some extended hours clinics during the week and on Saturdays. Maintain laboratory supplies. Answer phones, take and forward messages. Teach laboratory procedures to MLT students on clinical rotation. Assist department head to orient new employees to FPC-specific lab procedures. Perform scanning duties. Perform other duties as assigned by Director

REQUIRED EDUCATION, TECHNICAL TRAINING OR EQUIVALENT: Associate Degree in Medical Laboratory Technology. Preferred ASCP,AMT,HEW.

REQUIRED EXPERIENCE OR SKILLS: 5 years lab experience with minimum 2 years in High Complexity

TO APPLY: Please visit our website at www.wacofamilymedicine.org and fill out an online application located under Careers.