



Elbowoods Memorial Health Center

1058 College Drive
New Town, ND 58763-4400
(701) 627-4750
Fax: (701) 627-2809

EXEMPT x
NON-EXEMPT

POSITION DESCRIPTION

POSITION: Laboratory Manager
DEPARTMENT: Lab
REPORTS TO: Chief Medical Officer
SALARY: \$36.00 - \$51.00 per hour
CLASSIFICATION: Management, Regular, Full-time
TELEWORK ELIGIBLE: No
DUTY STATION: Elbowoods Memorial Health Center
New Town, North Dakota

POSITION SUMMARY:

Serves as the supervisory medical technologist and Laboratory Manager at the EMHC. This position is located in Clinical Services, Laboratory Section of the clinic. The purpose of this position is to perform as the Chief Technologist, for planning and carrying out a diagnostic testing program providing hematology, chemistry, immunology, urinalysis, and serology laboratory tests, while meeting or exceeding all CLIA 88 and AAAHC requirements. This position supervises the laboratory to assure smooth functioning for patient care.

ESSENTIAL DUTIES:

- Responsible for the overall operation of the clinic Lab services. (Works in conjunction with the Director of Laboratory Clinical Services) Chief Medical Officer and consulting pathologist to assure that the type and extent of services provided are adequate for the needs of the patient population served.
- Establishes systems and procedures for test performance and performance improvement which optimize the level of use of in-house and reference laboratory resources.
- Manages resources effectively.
- Evaluates and selects reagents and supplies, establishes and maintains inventory control systems.
- Establishes and implements specimen collection and preparation procedures and provides education to nursing staff in the proper methods of specimen collection and transport.
- Performs/monitors routine and specialized tests. Reports test results and consults with physicians on additional tests that may be useful or necessary to clarify problems. Evaluates referred testing.

- Conducts quality control procedures on equipment, reagents, and products by designing and implementing instruments, reagents, and product check systems. Responds to external proficiency testing programs
- Establishes a preventive maintenance program for all instruments. Calibrates or standardizes equipment, troubleshoots malfunctions, and makes simple repairs or identifies need for external services.
- Prepares and maintains current procedures and quality control manuals and forms, reviewing and revising as needed to comply with regulatory agency and laboratory needs. Designs appropriate forms.
- Prepares reports and responds to requests for information from clinic staff, area office, and regulatory agencies.
- Researches, tests, and implements new procedures and equipment.
- Ensures that policies and procedures as well as safety practices are effectively followed. Participates in the clinic infection control program.
- Provides and arranges training for laboratory, radiology, and other clinic personnel in techniques, instrumentation, and organization of work and quality control.
- Participates in providing health instruction to clinic patients and community groups on as required basis.
- Plans, schedules, and assigns work based on capabilities of assigned staff in order to ensure timely performance of a satisfactory amount and quality of work to meet health center requirements and standard.
- Coordinates leave time to assure coverage of lab and X-ray services.
- Hires, trains, and manages laboratory employees.
- Evaluates medical laboratory technologists and phlebotomist to ensure optimal patient care.
- Develops and implements laboratory department policies and procedures.
- Represents EMHC in a highly professional matter;
- Demonstrates respect and understanding of confidentiality for patients, their family members, staff and others according to policy and HIPAA regulation;
- Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary;
- Actively strives to educate the community on the mission, vision and values of EMHC in a positive approach to assist in the growth of the organization and assist our community in its healthcare needs;
- Adheres to and abides the policies and procedures of the MHA Nation and of the Elbowoods Memorial Health Center;
- Adheres to the Mission, Vision and Values of the Elbowoods Memorial Health Center; and
- Attend training as required.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

- Yes, will oversee **Laboratory Department.**

QUALIFICATIONS, EXPERIENCE, EDUCATION:

- Must have a Bachelor of Science from an accredited Clinical Laboratory Science program. *Must submit copy of degree or transcripts with application; REQUIRED*
- Must have current licensure by the North Dakota Board of Clinical Laboratory Practice as a Clinical Laboratory Scientist; **REQUIRED**
- Must have a minimum of five (5) years' experience as a medical laboratory technologist with two (2) years of supervisory experience; **RECOMMENDED**
- Professional knowledge of medical technology principles, concepts, and methodology sufficient to perform a broad range of laboratory tests, including complex and non-routine analyses, run quality controls, research and implement new procedures, etc.;
- Knowledge of mathematical and statistical processes sufficient to calculate and convert analytical data to test results;
- Must have excellent communication skills and pay attention to detail;
- Cognitive knowledge, skills, abilities as related to the position;
- Computer literate and basic proficiency with Microsoft Office and other database software. i.e., RPMS/EHR;
- Knowledge of principles and practices of the organization;
- Operate standard office equipment;
- Familiarity with MHA Nation culture, values, and traditions;
- Must be punctual, reliable, dependable, and able to maintain confidentiality;
- **Must have a valid driver's license and an acceptable motor vehicle record from the North Dakota Department of Motor Vehicle;**
- Must submit to a Criminal Records Background Check;
- Must submit to an Alcohol/Drug Screen and random testing as per policy.

WORKING CONDITIONS:

- Work is performed in a **clinic** environment with varying conditions of noise level, temperature, and illumination.
- Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment.
- Work situations may be stressful and require irregular hours.
- Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment.
- Potential exposure to caustic reagents, radiation, etc. Special safety precautions and protective clothing as lab coat or radiation dosimeter badge is required.
- Work is performed **inside** with exposure to unpredictable crisis situations.
- Shift work may be required.
- Extensive walking is required since interaction between all disciplines within the health care operations and management is required.
- Travel may be required to accomplish organizational goals.
- Telework is a privilege not a right. Management can revoke the telework option at any time which will require the work to be performed onsite.
- Telework travel reimbursement is reviewed on a case-by-case basis only.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job:
 - the employee is regularly required to stand; walk; use hands to handle or feel; reach with hands and arms; and talk or hear.
 - The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.
 - The employee must regularly lift and/or move up to **40 pounds**.
 - Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
 - Must be alert, oriented, ability to perform with accuracy and be self-conscious of surroundings at all times.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested persons must submit the following information:

Job Application (found on MHA Website)

Questionnaire for Child Care Designated Positions (found on MHA Website)

Copies of:

- ✓ Diplomas/Certificates and Transcripts
- ✓ 2 Forms of ID: (1 Driver License and/or State Issued ID) and 1 Other
- ✓ Indian or Veteran Preference documents (If applicable);
- ✓ Must submit a Child Care Questionnaire as per Indian Child Protection and Family Violence Act P.L. 101-630

Submit all necessary information to the following addresses:

Three Affiliated Tribes/MHA Nation
Human Resource Department
404 Frontage Road
New Town, ND 58763
Ph# 701-627-4781
Fax# 701-627-2960