



## Elbowoods Memorial Health Center

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

EXEMPT   
NON-EXEMPT

### POSITION DESCRIPTION

**POSITION:** Lab Manager  
**RESPONSIBLE TO:** Chief Medical Officer  
**SALARY:** \$D.O.E/D.O.Q  
**CLASSIFICATION:** Management, Regular, Full-time  
**LOCATION:** Elbowoods Memorial Health Center

**POSITION SUMMARY:** Serves as the supervisory medical technologist and Laboratory Director 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 Lab and X-ray to assure smooth functioning for patient care.

Serves as the Performance Improvement Coordinator at the EMHC. The purpose of this position is to coordinate the clinic-wide monitoring and evaluation program in such a fashion as to ensure quality health care to our patients and compliance with AAAHC regulations.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Responsible for the overall operation of the clinic Lab and X-ray services. Works in conjunction with the Director of Clinical Services, Chief of Medical Staff 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.
2. Evaluates and selects reagents and supplies, establishes and maintains inventory control systems.
3. Establishes and implements specimen collection and preparation procedures and provides education to nursing staff in the proper methods of specimen collection and transport.
4. 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.
5. 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.
6. Establishes a preventive maintenance program for all instruments. Calibrates or standardizes equipment, troubleshoots malfunctions, and makes simple repairs or identifies need for external

services.

7. 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.
8. Prepares reports and responds to requests for information from clinic staff, area office, and regulatory agencies.
9. Researches, tests, and implements new procedures and equipment.
10. Ensures that policies and procedures as well as safety practices are effectively followed. Participates in the clinic infection control program.
11. Trains laboratory and other clinic personnel in techniques, instrumentation, and organization of work and quality control.
12. Participates in providing health instruction to clinic patients, family members, and community groups on an as required basis.
13. Plans, schedules, and assigns work based on capabilities of assigned staff in order to insure timely performance of a satisfactory amount and quality of work to meet health center requirements and standard.
14. Coordinates leave time to assure coverage of lab and X-ray services.

#### **MINIMUM QUALIFICATIONS AND EDUCATION / KNOWLEDGE REQUIRED BY THE POSITION:**

- Bachelor of Science from an accredited Clinical Laboratory Science program, current Licensure by the North Dakota Board of Clinical Laboratory Practice as a Clinical Laboratory Scientist. **REQUIRED.** *Must submit copy of degree or transcripts with application.*
- Minimum of five (5) years' experience as a radiographer with two (2) years of supervisory experience.
- 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 be willing to travel between clinics.
- Must submit and clear Criminal Records Background Check.
- Must submit to an Alcohol/Drug Screen and random testing as per policy.
- Must be registered through the American Registry of Radiologic Technologists (ARRT) and certified in Radiology [RT(R)]. JCAHO accreditation experience, preferred.
- Indian Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*
- Veterans Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*

#### **WORKING CONDITIONS:**

- The work involves regular and recurring exposure to contagious disease, caustic reagents, etc. Special safety precautions and protective clothing such as a laboratory coat are required.
- Work is performed in an office environment with varying conditions of noise level, temperature, and illumination.
- Occasionally lifts up to 40 pounds of material.
- 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.
- Work is performed inside and outside the property with exposure to inclement weather and 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 facility goals.

### **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.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR THREE AFFILIATED TRIBES POSITIONS.

**Please Note:** If requirements are not met, i.e. submissions of a resume in lieu of a Three Affiliated Tribes application, or not including a required certification or document, your application will not be reviewed and will be disqualified.

**Indian Preference Will Apply:** In accordance with Three Affiliated Tribes policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Indian Preference”.

**Veterans Preference Will Apply:** In accordance with Three Affiliated policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Veteran Preference”.

Applications will not be returned.