



## Elbowoods Memorial Health Center

1251 Elbowoods Loop  
New Town, ND 58763-4400  
(701) 627-4750  
Fax: (701) 627-2809

EXEMPT   X    
NON-EXEMPT       

### POSITION DESCRIPTION

**POSITION:** Laboratory Director  
**REPORTS TO:** Chief Medical Officer  
**DEPARTMENT:** Laboratory  
**SALARY:** \$40.00 – \$50.00 DOE/DOQ  
**CLASSIFICATION:** Management, Regular, Full-time  
**TELEWORK ELIGIBLE:** No  
**DUTY STATION:** Elbowoods Memorial Health Center  
New Town, North Dakota

### POSITION SUMMARY:

The Laboratory Director would report directly to the Chief Medical Officer with overall accountability to the EMHC CEO. Will be responsible for the overall operation and administration of the laboratory and assurance of compliance with all applicable regulations. The Laboratory Director may perform the duties of the technical consultant/supervisor, clinical consultant, general supervisor and testing personnel.

### ESSENTIAL DUTIES:

- Must be accessible to the laboratory to provide onsite, telephone or electronic consultation as needed;
- Must be aware of North Dakota state legal requirements as it relates to laboratories requirements;
- Must ensure environmental conditions are appropriate for the testing performed and provide a safe environment in which employees are protected from physical, chemical, and biological hazards;
- Be responsible for administrative duties and personnel management duties as it relates to job descriptions, screen and interviewing potential applicants, delegations, policy and procedures, supervision of employees of all employees;
- Ensure testing systems developed and used for each of the tests performed in the laboratory provide quality laboratory services for all aspects of test performance, which includes the pre-analytic, analytic, and post-analytic phases of testing;
- Ensure that policies and procedures are established for monitoring individuals who conduct preanalytical, analytical and post-analytical phases of testing to assure that they are competent and maintain their competency to process specimens, perform test procedures and report test results promptly and

**Date Approved:**

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proficiently, and whenever necessary, identify needs for remedial training or continuing education to improve skills;

- Ensure Laboratory is enrolled in an HHS approved proficient testing program and conduct necessary proficiency testing as required to ensure that all pertinent procedures and policies are followed;
- Implement quality control and quality assessment programs to assure the quality of laboratory services are provided and to identify failures in quality as they occur;
- Conduct any and all other duties and responsibilities as it relates to procedural requirements, personnel management, proficiency testing, quality control, and quality assessment;
- Shall perform within the scope of their licensure, authority, and provide oversight of the primary health care laboratory services at EMHC and the tribal field clinics
- Evaluate and optimize care management as it pertains to laboratory services, process of disease management, patient satisfaction, patient safety, and develop processes to assure appropriateness of care in the field of Ambulatory Care/Specialty Care, Public Health Initiatives, and Pediatrics.
- Shall be required to participate in quality improvement program consistent with the current AAAHC accreditation standards requirements for ongoing monitoring and evaluation of the quality and appropriateness of care.
- Shall comply with the Tribe's and EMHC's infection control, safety procedures, practices and standards. Employee shall comply with all applicable AAAHC standards during the term of this Contract.
- Represents EMHC in a highly professional matter;
- Demonstrates respect and understanding of confidentiality for patients, 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:**

- The requirement for managing of others does exist.

#### **QUALIFICATIONS, EXPERIENCE, EDUCATION:**

- Bachelor's degree in biology, chemistry or clinical lab science; **REQUIRED**

- Must have current licensure by the North Dakota Board of Clinical Laboratory Practice as a Clinical Laboratory Scientist; **REQUIRED**.
- Must have two (2) years of supervisory experience and two years of training and experience; **REQUIRED**
- 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.;

**OR**

- A MD/DO physician must pass 20 hours course in laboratory practice and have one year of experience directing or supervision non-waived testing;
- 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. ie. 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 an office/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.
- 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.

**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 25 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 Designated Child Care 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; and
- ✓ Indian or Veteran Preference documents (If applicable).

**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  
Email: [recruitment@mhanation.com](mailto:recruitment@mhanation.com)