

Position: Laboratory Manager  
Department: Black Hawk Health Center, Clinic Laboratory, and X-Ray  
Supervisor: Medical Director  
Supervises: Radiology Manager and Lab/X-Ray Assistant  
FLSA Status: Exempt

### **Position Summary:**

The purpose of this position is to manage and provide laboratory in an ambulatory health clinic. The incumbent is responsible for planning, organizing and implementing the activities for this department. Providing alternative personnel functions for the clinic Radiology Department is a condition of this process.

### **Supervision:**

The Laboratory Manager is under supervision of the Medical Director. This position is responsible for the supervision of the Radiology Manager and the Laboratory/X-Ray Assistant while working in the laboratory. The Laboratory Manager is responsible for the radiology department in the absence of the Radiology Department Manager.

### **Duties and Responsibilities:**

- Instructs patients and clinical staff in the proper collection, preservation and handling of specimens
- Responsible for setting up, calibrating, operating and ensuring all routine preventive maintenance is performed on all instruments in the laboratory.
- Initiates contact with Service Contractor for maintenance and repair of instruments.
- Develops and maintains laboratory services according to CLIA 88 standards. Institutes new laboratory tests and procedures according to new technology, with the approval of the Medical Director and according to CLIA 88 standards.
- Evaluates on-site capabilities and assist in developing contractual arrangements for reference laboratory services.
- Responsible for ordering and maintaining supply inventory for the laboratory.
- Maintains records for laboratory.
- Performs routine radiographic examinations.
- Maintains the RPMS Women's Health Programs for Paps.
- Serves as the Safety Officer for the Clinic, see the Safety Officer Job description for details.
- Participates in appropriate meetings and on appropriate committees
- Performs related work as required, assigned and appropriate

### **Knowledge, Skills, and Abilities:**

- Knowledge of medical technology concepts, principles and practices.
- Knowledge of principles of quality control and proficiency testing.

- Knowledge of accrediting agency requirements and standards.
- Ability to communicate and relate well with patients and co-workers.
- Must successfully pass OSBI/National background check.

**Qualifications:**

An Associate Degree in Medical Laboratory Technology with five years experience in laboratory. Must possess knowledge of anatomy and physiology including location and functions of various major organs and skeletal systems. Must have knowledge of radiological procedures, technical factors, and positioning of patients.

**GUIDELINES:**

Operates within the guidelines of the Sac and Fox Nation's Policies and Procedures and the Black Hawk Center's Policies and Procedures and Indian Health Service guidelines, correspondence and regulations.

**COMPLEXITY:**

The manner in which the incumbent organizes his/her work and takes care of the functions of the laboratory and x-ray departments, for which he/she is responsible, affect the work of the clinical staff. Incumbent must use ingenuity in resolving problems as they occur in the deliver of services. Must be able to maintain and effective working relationship with employees, supervisors, tribal officials, and visitors of the facility.

**PERSONAL CONTACTS:**

Contacts include employees, Tribal Representatives, Local/State/Federal employees of governmental agencies/entities and the general public.

**PURPOSE OF CONTACTS:**

The purpose of the contacts are to provide laboratory and/or x-ray services to patients to aid in elevating the health status of the patients to the highest level possible.

**PHYSICAL DEMANDS:**

Work is in an ambulatory health care setting and requires considerable walking, sitting and moving about the work unit. Work requires regular and recurring bending, stooping, and stretching.

**WORK ENVIRONMENT:**

Work is performed in a well-lighted, well ventilated clinical laboratory and/or x-ray department. There is a common exposure to infectious and communicable diseases, potentially hazardous

chemicals and bio-hazardous waste. The work may include a certain amount of exposure to hostile and/or emotionally disturbed patients, families and visitors. Incumbent must be aware of all risks involved and be willing to take precautions as requested and required.

**PUBLIC RELATIONS:**

Important attributes of any employee of the Sac and Fox Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well informed about the facility, pleasant, courteous and cooperative and to act in a manner to command respect of co-workers and other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the facility.

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Printed Signature of Employee

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Employee's Signature

Date

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Supervisor's Signature

Date