

Winslow Indian Health Care Center

Job Vacancy Announcement #WDH-21-91

Closing Date: Open until filled



POSITION TITLE: Clinical Medical Laboratory Scientist – Technical Lead

DEPARTMENT: Laboratory

Position Summary:

Under general supervision of the Laboratory Manager, the Clinical Medical Laboratory Scientist- Technical Lead (CLS-Lead) is responsible for performing and having technical oversight of general/routine laboratory testing, and high complexity testing done at WIHCC laboratory. This includes assisting in the selection of the test methodology, modification or adaptation of new methods or techniques to improve or expand services specific to the following areas: hematology, immunohematology (blood bank), coagulation, urinalysis, chemistry, microbiology, serology, rapid test methods, and referral specimen processing. CLS-Lead is responsible to maintain standards of the clinical lab to meet Clinical Laboratory Improvement Amendments (CLIA) and Commission on Office Laboratory Accreditation (COLA) requirements. Uphold the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Maintains regular attendance and punctuality.
- Dependable in attendance and job performance.
- Performs accurate, routine, complex, and unusual tests and has specialized knowledge and skill in Hematology, Immunohematology, Coagulation, Urinalysis, Clinical Chemistry, Enzyme/Hormone Studies, Serology, Therapeutic Drug Monitoring and Microbiology.
- Performs independently with skilled techniques which influence the performance of instrumentation and outcome of the accuracy of patient test results.
- Maintains the Laboratory is at required levels to insure compliance and accreditation level at all times.
- Maintains Laboratory Package of RPMS/EHR.
- Responsible for oversight of laboratory instrumentation performance at its peak operating level; and ensures all applicable operating studies, calibrations and quality control are performed and submitted for review.
- Performs analysis and new test implementation studies as required by CLIA.
- Performs specialty studies to include statistical analysis and interpretation of data in relation to operations of testing method, QC lots, correlations, etc., following CLIA standards.
- Performs self-inspection in preparation of accreditation survey.
- Maintains inventory for assigned areas.
- Maintains department proficiency test (PT) program and ensures all required correction action is documented and reported to the Laboratory Manager.
- Plans, implements and coordinates the laboratory's preventive maintenance program.
- Oversees the laboratory's quality control program with report submission to Laboratory Manager.
- Develops budgets and assesses operating costs for each fiscal year.
- Responsible for assessing and documenting competency of testing personnel.
- Provides orientation training to Laboratory personnel to ensure competency level meets CLIA standards.
- Performs and documents remedial training or continuing education to improve skills of testing personnel.
- Ensures safety and infection control policy and procedures are practiced and effectively followed.
- Evaluates requested procedures to determine the suitability of specimen for analysis, requesting new specimen if determined to be unusable.
- Prepares specimens for analysis, ensuring that the physiologic state of the properties is maintained. Reports results to appropriate individuals.
- Prepares reagents and maintains stores of general and special products for functional and specialized assays of hematology, coagulation, urinalysis, chemistry, microbiology, and rapid test methods.
- Troubleshoots instrument malfunctions. Performs minor repairs and/or identifies need for external services.

- Participates in the quality assurance programs that will meet Accreditation Association for Ambulatory Health Care (AAAHC), Health Care Finance Administration (HCFA), Occupational Safety and Health Administration (OSHA) and Commission on Office Laboratory Accreditation (COLA) standards.
- Establishes and maintains a working liaison with the Medical Staff regarding the evaluation and processing of specimens and interpretation of results.
- Provides verbal consults in various aspects of the Clinical Laboratory.
- Monitors abnormal laboratory results before they are released to the patient medical record.
- Meets and confers with the Laboratory Manager concerning policies and procedures, work assignments, supplies and equipment, problems and technical needs of the department.
- Writes and updates laboratory policy & procedures, as needed.
- Keeps the Laboratory Manager informed of work related needs and problems including quality control issues, testing issues, or other issues as required.
- Complies with established laboratory and WIHCC Policies and Procedures.
- Cooperates with the staff to achieve goals and maintains good relations with other departments and public relations.
- Organizes daily work flow, receives or collects specimens for testing.
- Prepares solutions, reagents and stains as required.
- Performs analyzer/method troubleshooting and repair as required.
- Maintains laboratory records and logs as required when performing laboratory duties.
- Keeps the laboratory area and equipment clean.
- Ability to meet attendance, overtime, and other reliability requirements of the job.
- Requires completion of tasks or duties assigned by a supervisor.
- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Possess cultural awareness and sensitivity.
- Adheres to WIHCCs Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interact in an honest, trustworthy and dependable manner with patients, employees and vendors.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

Minimum Qualifications:

Bachelor's Degree from a accredit institution in a relevant field such as clinical/medical science, biomedical science, biology, chemistry, biochemistry, microbiology is required. Six years of full-time work experience in high complexity laboratory. Experience includes working in Chemistry, Hematology, Immunohematology, Microbiology, Coagulation, Blood Gas, Urinalysis, Phlebotomy and Clinical Microscopy and is familiar with standard laboratory concepts, practices and procedures. Certification with ASCP, AMT, or AABB within twelve months of hire. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license at all times. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

Knowledge, Skills, Ability:

- Knowledge and skills in high complexity testing clinical laboratory within the last six months in the following sub-specialties: Chemistry, Hematology, Microbiology, Coagulation, Blood Gas, Urinalysis, Phlebotomy and Clinical Microscopy.
- Knowledge and skills necessary to provide laboratory testing to a wide range of age groups (neonate – geriatric) and the ability to assess laboratory data and interpret the data. This includes specimen collection (phlebotomy) and specimen processing.
- Knowledge of quality control testing program, proficiency testing programs, equipment preventive maintenance, calibration, troubleshooting and patient testing procedures, and documentation requirements.
- Knowledge of possible recurring exposure to contagious diseases, including HIV, Hepatitis, and low-level toxic substances.
- Knowledge in the proper use of personal safety equipment in a lab environment.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Ability to be thorough, precise, and self-sufficient in order to provide accurate results.

- Ability to utilize Laboratory Information System; RPMS experience preferred.
- Ability to working rotating shifts – morning, day, and evening.
- Ability to wear protective clothing or gear such as laboratory coats, disposable gloves, safety goggles, and masks.
- Ability to remain calm and patient while working under pressure and constant interruptions.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to communicate effectively both verbally and in writing to write reports on their results, and often deliver information orally to physicians.
- Ability to think critically and problem solve by analyzing the problem and come up with a fact-based solution.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

Physical Demands:

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is performed in an office setting or outdoor work environment with moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens, pathogens and operating dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.