



**Job Code:** 4595

**Grade:** 21

**HCWR:** N

**Job Title**

Clinical Laboratory Supervisor III

**Department**

Clinical & Anatomical (Cytology)

This position is exempt from Career Service under the CCH Personnel Rules.

**Job Summary**

The Clinical Laboratory Supervisor III (Cytology) provides technical, logistic and administrative supervision and direction to other laboratory supervisors and staff. Intervenes where necessary on behalf of the Director of Laboratory, or Division Chair, Pathologists or Scientific Officers. Key responsibilities may include general oversight of several laboratories or units or supervision and day to day management of a major division within a specialized area as assigned. Participates at the Department level in strategic planning with regard to area of specialization and its relationship to the Department's overall operations, objectives and goals. Engages in scientific inquiry of the highest order and/or directs others similarly involved; provides expert testimony and serves as a major resource to the Department and the medical community. Assists in the resolution of labor management disputes and represents the Department as necessary. Assumes primary responsibility for designated projects which may include participation by other managers.

**General Administrative Responsibilities**

*Collective Bargaining*

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

*Discipline*

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

*Supervision*

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements



**General Administrative Responsibilities**

*Management*

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

**Typical Duties**

- Provides technical, logistic and administrative support to laboratory staff and Clinical Laboratory Supervisors I and II by intervening on their behalf and representing their units to the Director of Laboratory or through consultation with Scientific Division Chairmen, Pathologists or Scientific Officers.
- Carries out directives of physicians (Pathologist) or other Doctorate level staff and relieves such officials of non-essential duties as directed
- Participates at the Department level in strategic planning with regard to area of specialization and its relationship to the Department's overall internal operations, objectives and goals
- Engages in scientific enquiry of the highest order and/or directs others similarly involved; provides expert testimony and serves as a major resource to the Department and the medical community
- Exercises professional judgement and discretion; develops and monitors standards of performance, quality control, and quality improvement relative to the Department or its operations and the professionals assigned therein
- Assists in designing and implementing a well-defined audit system appropriate for the section and ensuring the competency of personnel through timely and effective evaluations
- Assigns and reviews the work of professional, technical and support staff engaged in laboratory services and patient-care activities at all levels. Recommends personnel actions in connection therewith. Approves or recommends disciplinary action, addresses grievances, and assesses applicants for hire or promotion
- Demonstrates expertise of a very high order in providing consultation to others and reporting on the progress and activities of the section. Prepares and drafts extensive reports and makes verbal or other presentations as necessary. Assumes major responsibilities for preparing the lab for inspections and ensuring compliance with CUA, JCAHO, IDPH, CAP or other regulations
- Monitors overtime utilization and vacation requests, prepares budget requests and monitors expenditures, and performs other duties of an administrative nature. Approves inventory purchases and reviews other major acquisitions pursuant to making recommendations regarding the performance and reliability of existing or new equipment, and its effectiveness within the Department
- Participates on various committees as directed, or acts in liaison in contacts with hospital or other officials



### **Typical Duties**

- Recommends policy changes requiring the approval of higher management or interprets existing policy to staff and personnel.
- May performs duties associated with the Clinical Laboratory Supervisor I and II and/or may direct the activities of employees so classified. In emergency conditions, or as circumstances require may fill in for other supervisors and managers or assume responsibility relative to several areas of the Laboratory by coordinating multiple sections or divisions. Delegates work as necessary.
- Executes all duties and responsibilities with exceptional skill and judgement and communicates effectively with staff and other hospital personnel in all matters pertaining to the laboratory and its operations.

### **Minimum Qualifications**

- Bachelor's degree from an accredited college or university
- Graduate from a school of cytotechnology accredited by the Committee on Allied Health Education and Accreditation or other organization approved by HHS
- Minimum of five (5) years, full time professional work experience of a highly responsibly nature in a cytology area, at least one (1) year of which must include technical, administrative and/or supervisory oversight for the delivery of clinical laboratory services of a highly complex or specialized nature, or as otherwise related to area of assignment
- Must have an American Society for Clinical Pathology (ASCP) Certification as a Cytotechnologist (ASCP-CT)

### **Preferred Qualifications**

- NA

### **Knowledge, Skills, Abilities and Other Characteristics**

- Comprehensive knowledge of CLIA, JCAHO, IDPH, CAP or other governmental or professional regulations applicable to the clinical laboratory and ability to apply such knowledge in assuming major responsibilities relative to inspections
- Other skills and knowledge specific to area of assignment as noted therein will apply. In all cases the applicant must possess exemplary skills and knowledge necessary to perform the essential tasks of the position, and be able to work effectively in collaboration with and in the supervision of others
- Skill in exercising authority and in decision making regarding the handling of disciplinary and other labor matters
- Skill in providing consultation to others and reporting on the progress and activities of the section, as well as preparing and drafting expense reports
- Skill in exercising professional judgement and developing standards of performance, quality control, and quality improvement relative to the area of operations and other staff assigned therein
- Ability to effectively provide technical, logistic and administrative support to other laboratory supervisors and managers by directing their activities and intervening on behalf of the Director of Laboratory, or through consultation with Division Chair, Pathologists or Scientific



**Knowledge, Skills, Abilities and Other Characteristics**

Officers

- Ability to carry out key assignments and directives of Pathologists or other Doctorate or high level managers as required
- Ability to consult and provide salient information and commentary at Department meetings, and assist in strategic planning with regard to area of specialization
- Ability to speak in a highly technical and informed manner as reflects a thorough and comprehensive knowledge of the principles and concepts applicable to a particular area
- Ability to engage in and report on scientific inquiry of the highest order and perform highly specialized and difficult lab procedures and direct others similarly involved; ability to provide expert-testimony and serve as a major resource to the Department and the medical community.
- Ability to design and implement a well-defined audit system appropriate for the section and ensure the competency of personnel through timely and effective evaluations
- Ability to assign, supervise, review and direct the activities of a large or specialized professional staff, including other supervisors
- Ability to supervise operations related to laboratories information systems, management and control of equipment and procurement of supplies, and utilization of available resources and manpower
- Ability to exercise sound judgement in administrative matters, which may include review and approval of overtime and employee leave, budget expenditures, inventory purchases and acquisitions of equipment
- Ability and willingness to participate as a member of management team in addressing contingencies which require taking charge or otherwise assisting or interviewing in the coordination of a number of areas throughout the laboratory
- Ability to maintain the confidentiality of patient related materials in compliance with HIPPA requirements
- This position occasionally requires various types of physical exertion including, but not limited to climbing, lifting, pulling, pushing, prolonged standing, operating laboratory equipment and other devices, or moving moderate to heavy weight
- The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work

**Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.



**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.**

**For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.**