

Human Resources
749 S. Winchester
Room: G-50
Chicago, IL 60612



Job Code: 5401
Grade: 20

Standard Job Description

Job Title
Clinical Lab Transfusion Services Supervisor,
Blood Bank

Department
Pathology

Job Summary

Responsible for the overall operation of the Transfusion Services Laboratory: providing technical and administrative supervision and direction to a large or highly specialized professional staff; and, participates or oversees the execution of highly complex clinical tests and procedures requiring advanced skills and knowledge. May oversee other supervisory personnel and may assume primary responsibility for special tasks and projects as assigned. Intervenes on behalf of upper management in a variety of matters as directed. Works proactively with Division Chairmen and Pathologists to maintain operational quality. Participates in overall planning, operations and personnel issues, including the training and development of staff. Insures fiscal responsibility within area of control. Knowledge and ability to perform clinical testing, troubleshooting and in-services for staff. Reports to the Clinical Laboratory Transfusion Services Manager.

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

Typical Duties

- Assures day to day responsibility for overall operations, activities, and staff within the Transfusion Services Laboratory.
- Maintains section quality, monitors quality, instrumentation, staff, purchasing, and all aspects of then section operation. Consults with leadership.
- Represents the department in disciplinary and grievance matters and at hearings and may otherwise assist in assessing and interpreting employee issues in connection with hospital rules and policies and other labor contract language.
- Participates in the overall planning, development and implementation of administrative and technical programs and policies covering the Microbiology laboratory section.
- Performs or directs the execution of diverse and highly complex test and procedures.
- Establishes criteria, formulates standards, assesses program effectiveness and investigates and analyzes unusual conditions, problems or issues.
- Resolves critical problems and brings them to the attention of upper management.
- Effectively recommends personnel actions and staffing which may impact the department.
- Maintains personal contacts with other managers and staff within the laboratories and hospital in order to discuss and formulate approaches to common needs and concerns.
- Functions as a member of the management staff to confer and meet in all matters pertaining to accreditation standards and regulatory guidelines and requirements.
- Exercises sound judgment in carrying out the directives of the CCHHS Laboratory Director of designee.
- Performs all administrative and technical responsibilities with high efficiency and integrity.
- Analyzes and recommends changes to the budget, cost efficiencies, equipment purchases, and train technologist.

Job Code: _____

Reporting Relationships

Reports to Transfusion Services Laboratory Manager

Minimum Qualifications

- A Bachelor Degree in Science or other applicable field of study is required. (Must provide original copy of college or university transcript at time of interview)
- Certification from a recognized agency such as American Society of Clinical Pathologists (ASCP), Clinical Laboratory Scientist (CLS), American Medical Technologist (AMT), and American Association of Bioanalyst (AAB) required. (Must provide proof of certification at time of interview)
- A minimum of six (6) years of experience in a blood bank/ transfusion services required
- A minimum of two (2) years of experience in an administrative, technical and/or supervisory capacity in blood bank/transfusion medicine laboratory required
- Prior experience monitoring and developing quality measures.
- Prior experience calibrating and maintaining highly complex laboratory equipment.
- Thorough knowledge of blood bank systems and procedures.

Knowledge, Skills, Abilities and Other Characteristics

- Thorough knowledge of all systems and procedures utilized in Transfusion Services.
- Knowledge and ability to perform clinical testing, troubleshooting, and in-services for staff.
- Knowledge and ability in Transfusion Services to analyze and effectively manage and plan laboratory services, metrics and reports.
- Ability to supervise and direct professional and support staff engaged in the performance of highly complex laboratory tests and procedures requiring a thorough and extensive knowledge in Transfusion Services (Blood Bank).
- Ability to demonstrate a thorough knowledge of transfusion principles, practices and methodology involved and a mastery of subject matter sufficient to effectively provide testimony or other expert opinion under a variety of circumstances.
- Ability to plan, direct, coordinate, and supervise activities or technical staff.
- High degree of decision making ability to address unknown conditions, resolving critical problems, formulating standards and writing procedures/policies for the section.
- A thorough and extensive knowledge of professional, safety, governmental and other regulatory requirements applicable to the clinical laboratories. Skill in assisting at a highly responsible level with preparation for various regulatory agencies and in meeting prescribed standards associated therewith.
- Ability to work within broad guidelines requiring independent decision-making, complimented by sound judgment in determining when to bring difficult or unsolvable problems to other senior staff or supervisors as necessary.
- Ability to perform effectively in carrying out duties of a predominantly administrative and supervisory nature on behalf of the CCHHS Laboratory Director, where applicable, or other senior management. Ability to preside over operations, services, and activities of a critical nature and exercise skill and professional discretion in resolving problems and contingencies which may arise. Ability to intervene as necessary in a variety of matters and take charge as circumstances require
- Ability to investigate and render opinions in disciplinary matters and represent the Department in a disciplinary or grievance hearings. Ability to understand and apply hospital policy and

Job Code: _____

contact language as may apply to the laboratory.

- Ability to communicate verbally and in writing with supervisors, medical staff and other personnel within, as well as outside laboratories; ability to discuss in technical terms, new approaches to common needs and interests concerning delivery of services to patients and other departments.
- Ability to maintain the confidentiality of patient related materials in compliance with HIPPA requirements.
- Ability to supervise and coordinate laboratory information systems services, or the use of PCs and other devices, as needed.
- 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.

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.

Approval: Joanne Dulski 6/22/15
[Legibly Print Name & Title of Person Approving the JD] Date

Approval: [Signature] 6/22/15
[Signature of Person Approving the JD] Date

Approval: _____
Gladys Lopez Date
Chief of Human Resources