

## SUPERVISOR - MEDICAL LABORATORY\*

### **Function of Job:**

Under general direction of designated medical official, to perform technical, administrative, teaching and supervisory functions in a Health Service Medical Laboratory.

### **Characteristic Duties and Responsibilities:**

1. Select, train, supervise and assign work to personnel and/or students assigned to medical laboratory.
2. Establish objectives for laboratory based on overall department goals.
3. Maintain procedural notebook lab records/daily logs of laboratory tests requested and performed.
4. Determine medical laboratory tests to be performed in-house in consultation with appropriate medical officials.
5. Perform medical laboratory tests and verify accuracy of tests performed by other laboratory personnel and/or students.
6. Maintain liaison with external medical laboratory personnel and assist in preparation of specifications and evaluation of submittals for medical laboratory tests to be performed off the premises.
7. Assist in determining budgetary requirements for new/replacement medical laboratory equipment/supplies, reagents and solutions.
8. Serve as medical laboratory technical advisor to College/University Medical staff.
9. Prepare/present in-service medical laboratory training programs to Health Service staff.
10. Maintain quality control program in conjunction with other laboratory services or laboratory consultants.
11. Establish, order and maintain medical laboratory supply stock levels.
12. Perform appropriate preventive maintenance of equipment and establish requirements for external preventive maintenance program.
13. Perform related duties, as assigned.

### **Minimum Acceptable Qualifications:**

1. Associate's degree in Medical Laboratory Technology.
2. Three years of experience in a medical laboratory.
3. Supervisory ability.

### **Additional Desirable Qualifications:**

1. Bachelor's degree in Medical Technology or related discipline.
2. One year of experience in a medical laboratory.
3. Prior college/university health service experience.

7/2/99  
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System Approval

5/27/99  
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Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**

\* Revised – original approved 9/4/79 and revised 8/11/94.

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