



UNION JOB DESCRIPTION

JD5639

JOB TITLE:	Unit Supervisor, Pre-Analytics	JOB DESCRIPTION NO.:	5639
CLASSIFICATION:	Medical Laboratory Technologist S1 - Over 24 FTE	GRID/PAY LEVEL:	H-D-S1D
COLLECTIVE AGREEMENT:	Health Science Professionals	HSCIS NO.:	32814
UNION:	HSA	JOB/CLASS CODE:	32814
PROGRAM/DEPARTMENT:	Laboratory Medicine	BENCHMARKS (If Applicable):	
REPORTING TO:	Lead Technologist		
FACILITY/SITE:	Royal Jubilee Hospital; Victoria General Hospital; Nanaimo Regional General Hospital; North Island Hospital (Comox Valley Campus; Campbell River & District)		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health), patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Lead Technologist, the Unit Supervisor, Pre-Analytics is responsible for the general supervision and coordination of workflow processes for the designated area including staffing activities. Oversees and acts as a resource to the department staff regarding the technical and analytical procedures in the designated area of the laboratory. Participates in the planning and coordination of services; monitors the quality of work performed to ensure standards are met and safety procedures are followed. Liaises with the Scheduling Department to ensure schedules align with site activities. Participates in recruitment and performance management and supports the training and coaching of team members. As a member of the Cluster based leadership team, participates in facilitating workplace solutions and the implementation of new, equipment, techniques, and procedures.

Travel may be a requirement of this position. Transportation arrangements must meet the operational requirements of Island Health in accordance with the service assignment and may require the use of a personal vehicle.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Supervises designated Pre-Analytics staff by performing supervisory duties such as evaluating, orientating, coaching, and scheduling. Hires, directs, evaluates, schedules development and when necessary, disciplines staff. Plans work and vacation schedules, providing scheduling guidelines to the scheduling office and ensuring schedules are posted. Approves vacation, special leave per the collective agreement requirements and reviews requests for education leave. Evaluates performance levels and performance management of staff. Schedules and ensures orientation plan is in place for new staff and monitors and signs off on completion. Monitors and reports on budget variances relating to issues such as overtime, sick time, attendance management, and implementation impact activities. Interprets and applies the collective agreement for unionized staff.

2. Supports and coordinates the workflow process and staffing activities for the designated area including reviewing workload assignments, adjusting schedules to utilize staff effectively within the allocated budget, establishing daily priorities including allocating staff to support other facilities, participates in providing guidance/advice, and assists with troubleshooting work related issues in consultation with the Lead Technologist and/or Team Leader for Pre-Analytics. Supervises the daily operations of the designated area, by planning and implementing approved programs and systems in support of client needs. Implements and communicates planned changes to staff and informs the Lead Technologist of any feedback as required. Works with the Team Leader for Pre-Analytics to resolve problems and remove barriers in designated area and in collaboration with the cluster-based leadership team.
3. Participates in monitoring Quality Control and other quality indicators and makes corrections as appropriate. Supports the Technical Coordinators with any technical quality issues and participates in the investigation of critical incidents as required. Ensures that the Lead Tech and Operations Director are kept informed of all quality and safety issues. Implements DAP standards and recommendations and ensures staff compliance. Participates in the review of incidents reports as per the Occurrence Management Process and investigates complaints from health care providers and patients. Monitors and audits designated area for compliance to safety standards.
4. Informs the Lead Technologist and/or Team Leader, Pre-Analytics of equipment needs for the designated area and provides data such as test volumes and maintenance documents as required. Determines implementation timelines and assigns staff to the evaluation and implementation of new equipment. Coordinates the scheduling of training to staff in new equipment, techniques, and procedures as appropriate. Inform the Lead Tech and staff of significant instrument failures as required.
5. Participates in the coordination of downtime procedures ensuring downtime protocol and process is available and familiar to all staff. Coordinates staff access to various computer systems and ensures that appropriate orientation is provided. Participates in the validation of new and/or upgraded software and informs LIS of computer failures.
6. Oversees inventory levels and approves orders of reagents, supplies in consultation with the Lead Tech. Maintains all relevant documentation, prepares, and completes reports, and compiles statistics for the designated area as required.
7. Participates in internal/external committees such as LEAN projects, as required. Provides leadership in area through methods such as reviewing and evaluating literature/materials and attending workshops and conferences.
8. Maintains awareness of relevant advances and changes in current trends regarding instrumentation, methodology, and technical knowledge.
9. Liaises with other service provider, such as referral laboratories, physician offices and programs to facilitate an interdisciplinary approach in the planning, coordination and delivery of timely, efficient, appropriate customer-focused service.
10. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

- Graduation from a recognized diploma program in Medical Laboratory Technology, plus five years recent related experience, including one year of supervisory experience required, or an equivalent combination of education, training and experience; and,
- Completion of recognized supervisory courses; and,
- Valid BC Driver's License.

Will consider:

- Graduation from a recognized Medical Laboratory Assistant Program plus seven years recent related experience required, including experience with Pre-Analytics, Phlebotomy and Accessioning; and two years' supervisory experience required; and,
- Completion of recognized supervisory courses; and,
- Valid BC Driver's License.

Skills And Abilities

- Comprehensive knowledge and recent related experience in laboratory discipline.
- Comprehensive knowledge of the standards of practice and guidelines for Medical Laboratory Assistants established by the CSMLS and/or other relevant national professional associations.
- Comprehensive knowledge of method development and evaluation and research processes.
- Comprehensive knowledge of organization policies, procedures, and standards of care, including practice of safe work procedures with discipline equipment.
- Knowledge of administrative structure and function of laboratories of varying sizes.
- Demonstrated ability to function as a team member, leader, teacher, motivator, and facilitator and to coach and deal with others effectively and in a supportive manner.
- Demonstrated ability to communicate effectively, both verbally and in writing, with co-workers, medical personnel, and other health care staff, both one-to-one and in groups.
- Demonstrated ability to deal with and/or guide others in resolution of conflict issues.
- Demonstrated ability to work independently and in collaboration with others.
- Demonstrated ability to work under pressure in a constantly changing environment and to organize and prioritize competing demands.
- Demonstrated ability to manage own learning to meet future challenges within the organization.
- Demonstrated knowledge of computerized systems relating to the Laboratory and current software applications such as Word, Excel, and PowerPoint.
- Physical ability to perform the duties of the position.
- Ability to operate related equipment.