UNION JOB DESCRIPTION

JD5844

JOB TITLE:	Laboratory Unit Supervisor	**JOB DESCRIPTION NO.:**	5844
CLASSIFICATION:	Medical Laboratory Technologist S3 - Over 24 FTE	**GRID/PAY LEVEL:**	H-D-S3D
COLLECTIVE AGREEMENT:	Health Science Professionals	**HSCIS NO.:**	32834
UNION:	HSA	**JOB/CLASS CODE:**	32834
PROGRAM/DEPARTMENT:	Laboratory Medicine	**BENCHMARKS (If Applicable):**	
REPORTING TO:	Lead Technologist or designate		
FACILITY/SITE:	Various VIHA SI Sites (RJH)		

JOB SUMMARY:

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

The Laboratory Unit Supervisor reports to the Lead Technologist or designate, and receives clinical direction from Medical and Technical discipline leads. Responsible for the daily operation of the unit by carrying out a variety of supervisory and administrative duties. Supervises assigned Technologists, Technical Assistants, and clerical support staff. Performs technical duties as required.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Supervises designated unit staff by performing supervisory duties such as evaluating, orienting, coaching and scheduling unit staff. Participates in the selection and discipline of unit staff.

2. Oversees the evaluation, selection and implementation of new instrumentation and methodology for the unit, including developing instrument and method evaluation protocols.

3. Evaluates unit quality control information and takes corrective action as required.

4. Participates in quality improvement programs to ensure efficient, cost effective workflow within the department and integration with other work areas.

5. Maintains inventory of supplies for the unit and orders and receives supplies as required.

6. Develops unit procedures and maintains unit procedure manual. Communicates new and revised procedures to unit staff.

7. Participates in the budget process by providing input into unit staffing, supplies and activity budgets, and monitoring and maintaining assigned unit budget.

8. Collects and maintains statistical information for the unit such as workload units and tests and prepares related reports as required.

9. Liaises with other Unit Supervisors to discuss and resolve laboratory computer issues.

10. Reviews and confirms timekeeping records for the unit

11. Reviews current trends in technology and methodology pertaining to the unit. Identifies opportunities for staff development and arranges for staff participation in in-services and continuing education.

12. Allocates students assigned to the unit and demonstrates procedures to students as required.

13. Performs technical laboratory procedures as required.

14. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Successful completion of a recognized diploma program in Medical Laboratory Technology. Successful completion of recognized competency assessment exam and registration in the relevant field(s) of practice in accordance with the Canadian Alliance of Medical Laboratory Professionals Regulators (CAMLPR) pathways, or certification with the Canadian Society for Medical Laboratory Science (CSMLS). Advanced Registered Technologist (A.R.T.) certification an asset. Five years recent related experience, including one year of supervisory experience required, or an equivalent combination of education, training and experience. Completion of recognized supervisory courses an asset.

Skills And Abilities

- Knowledge of computer systems related to the Laboratory.
- Ability to communicate effectively, both verbally and in writing.
- Ability to deal effectively with others including staff, patients and medical staff.
- Demonstrated managerial, leadership and supervisory skills.
- Demonstrated problem solving skills including workflow and process improvement concepts, organizational and decision-making skills.
- Physical ability to carry out the duties of the position.