

**CENTRAL MONTANA MEDICAL CENTER  
MANAGEMENT POSITION DESCRIPTION**

<b>Position Title</b>	<b>LABORATORY SERVICES MANAGER</b>	<b>Grade</b>	
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Department	<b>LAB</b>	Exempt	<b>X</b>
Immediate Supervisor	<b>CCO</b>	Non-exempt	
Supervisor next in line	<b>CEO</b>	Workweek	<b>40</b>

**POSITION SUMMARY**

Plans, directs, coordinates, and supervises a wide variety of administrative, clinical, and fiscal activities to align goals and meet objectives of the hospital.

**Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:**

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

**Minimum Education, Experience, Licensure, Certification required:**

Minimum Bachelors Degree, MT(ASCP) or equivalent, Masters preferred  
Montana licensure as Clinical Laboratory Scientist  
3 yrs exp laboratory management

**ESSENTIAL FUNCTIONS/DUTIES:**  
(Must be able to perform with or without accommodation)

1	Oversees technical and non-technical aspects, including laboratory, phlebotomy, logistics, order entry, purchasing, supplies distribution, and customer service.
2	Coordinates implementation of new tests.
3	Writes and maintains departmental policies, supervises maintenance of procedure manuals.
4	Functions as LIS manager for CMMC: test description, interfaces, client files, charge maintenance, reflex, report distribution, management reports, education, troubleshooting.
5	Develops and oversees quality management program – QA, QC, etc
6	Oversees staff, distributes/assigns work; determines priorities; schedules non-routine procedures; performs personnel related functions (hiring, firing, discipline, training, etc.)
7	Assures all requirements are met for CLIA
8	Maintains safety training and ongoing compliance with regulations. Coordinates evaluations of safety blood collection devices, and education on use, with other CMMC departments to assure hospital staff activities are consistent and compliant.
9	Maintains Laboratory Compliance Plan in accordance with federal regulations and hospital policy. Maintains disclosure and acknowledgment records. Updates lab requisitions and ABN's as necessary Performs chargemaster review and maintenance. Trains staff.
10	Provides medical necessity and compliance training for laboratory personnel, physicians, and staff, long term care facilities. Generates updates by bulletins, policies, and seminars.

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11	Maintains adherence to all HR regulations in hiring, firing, and disciplinary actions; performs staff training as indicated by hospital policy on sexual harassment, work environment, employee health protocols, benefits, etc.
12	Organizes continuing education opportunities for technical staff in accordance with Montana licensure laws
13	Develops annual operation, capital, statistical, and FTE budgets for submission to CMMC administration. Ensures operation within budget and adjusts work processes for ongoing cost reduction.
15	Performs cost analyses; submits cost information and market analysis to CFO to aid in establishment of laboratory charges.
16	Monitors payroll, staffing, and overtime requirements.
17	Evaluates purchasing sources and contracts for instrumentation, reagents, supplies, and transportation to assure quality and cost effectiveness. Coordinates acquisition of supplies with the hospital purchasing department.
18	Maintains working knowledge of billing process and reimbursement of lab tests, such as bill types, code edits, service designations, Medicare/Medicaid regulatory updates.
20	Oversees drawing center in physician office building to meet need of physician clients.
21	Communicates regularly with physicians and staff to answer technical questions, resolves inquiries or concerns, provides information on new services, charges, or CPTs, and educates on medical necessity and compliance issues.
22	Designs, maintains, and generates client fee schedule
23	Works with hospital administration to develop and secure new market opportunities. Serves as consultant to hospital rural health clinic for laboratory program. Serves as resource for nursing point of care testing program.
24	Educates nursing departments, physicians, and staff on laboratory test Order Entry and report retrieval in the HIS.
25	Directs laboratory component of health fairs and employee wellness screening programs.
26	Participates on hospital committees and task forces as required or requested.
27	Promotes laboratory profession by community presentations, PR releases, participating in high school intern program and career fairs

**Knowledge, Skills, Abilities:**

**Knowledge** of all aspects of laboratory management.  
**Ability** to lead and mentor laboratory staff  
**Skills:** understand the technical aspects of the laboratory as well as managerial aspects.

**OCCUPATIONAL EXPOSURE** for this position:

<b>X</b>	<b>Category I</b>	Direct contact with blood or other bodily fluid to which universal precautions apply
	<b>Category II</b>	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
	<b>Category III</b>	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

**OTHER EXPOSURE** for this position:

	<b>Radiation</b>	
<b>X</b>	<b>Noise</b>	
<b>X</b>	<b>Other (Specify)</b>	Exposure to infectious and odorous specimens Subject to electrical and radiant hazards Subject to toxic, caustic, and odorous chemicals

**PHYSICAL DEMANDS:**  
(Essential functions strength rating for position - see Job Analysis)

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	<b>Sedentary</b>	Exert up to 10# occasionally or negligible force frequently
<b>X</b>	<b>Light</b>	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
	<b>Medium</b>	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	<b>Heavy</b>	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	<b>Very Heavy</b>	Exert > 100# occasionally, > 50# frequently or > 20# constantly

**I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.**

Employee's Signature	Supervisor's Signature	Date