

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: CLINICAL LABORATORY MANAGER

Reports To: Designated Supervisor

UW Job Code: 3895

UW Job Family: 3A - Health/Medical Professional

SOC Code: 29-2012

FLSA: Exempt

Pay Grade: 25

Date: 4-1-95 (revised 7-1-02; 3-31-03; 9-12-11; 3-23-22)

JOB PURPOSE:

Manage the operations of a designated clinical laboratory. Perform biochemical, hematological, serologic, virologic and other laboratory tests and procedures to provide data for the use in diagnosis and treatment of patients in a medical facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform quantitative and qualitative chemical analyses on specimens such as blood, urine and tissue by following approved laboratory procedures; obtain specimens for testing; provide results to physicians and nurses.
- Culture, isolate and identify pathogenic microorganisms and parasites.
- Set up, maintain, calibrate, clean, and test sterility of medical laboratory equipment.
- Analyze the results of tests and experiments to ensure conformity to specifications, using special mechanical and electrical devices.
- Maintain records of test examination, plot or chart results according to approved procedures.
- Provide training to medical students and residents in the principles, procedures and techniques of laboratory testing.
- Develop and maintain quality control procedures to ensure accuracy of results.
- Hire, train, schedule work assignments, and supervise support staff including medical technicians, phlebotomists and student workers.
- Manage and direct the daily operations of a designated laboratory.

SUPPLEMENTAL FUNCTIONS:

- Order supplies; keep inventory; ensure supplies are not outdated.
- May assist in managing workflow in supervisor's absence, as directed.

COMPETENCIES:

- Attention to Detail
- Delegating Responsibility
- Safety Awareness
- Technical/Professional Knowledge
- Work Standards
- Integrity

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in a related field**

Experience: **4 years work-related experience**

Required licensure, certification, registration, or other requirements:

- **Medical Technologist Certification**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Biological Science or Health Science theories, concepts and methods.
- Biochemical, hematological, serologic, virologic and other tests and examinations.
- Qualitative and quantitative chemical analyses and their approved laboratory procedures.
- Specimen procurement processes and procedures, including phlebotomy.
- Principles, procedures, and techniques of laboratory testing.
- Safety, radiological, chemical and biological hazards of the occupation.
- Operation and maintenance of research instrumentation.
- Applicable University, state and federal policies and procedures.
- Applicable research rules, regulations and protocols.
- Computer software applications applicable to area.
- Supervision methods and techniques.

Skills and Abilities to:

- Perform a range of clinical laboratory tests and chemical analyses on biological samples.
- Perform standard clinical procedures according to established protocols.
- Monitor and maintain quality control standards.
- Safely follow laboratory and procedure protocols.
- Utilize, calibrate, configure and/or troubleshoot laboratory testing systems and instruments.
- Analyze, verify and manipulate clinical and/or laboratory data.
- Adhere to time and priority management.
- Supervise, train, and evaluate assigned staff.
- Provide effective communication with effective interpersonal skills.
- Write and speak clearly and concisely.

- Safely work with, properly store or eliminate various laboratory chemicals, mediums, and other lab materials.
- Safely operate laboratory equipment with good hand and eye coordination and manual dexterity.
- Maintain and may assist with ordering and inventory equipment, supplies and reagents for assigned area.
- May perform literature searches using computers and databases.
- Understand and use computer databases.
- Assist with instructing others on lab and research procedures and protocols.
- Perform as a team member and foster a cooperative team environment.

WORKING CONDITIONS:

Clinical laboratory environment; regularly exposed to noise, fumes, confined spaces, mechanical, chemical and biological hazards.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.