

Lead Medical Technologist - 644

Produces Test Results

- Monitors that test results produced by self and others adhere to established policies and are complete and verified for accuracy. Takes appropriate action to repeat tests to ensure that acceptable levels of analytical performance are maintained. Demonstrates technical expertise regarding tests systems and operation of instruments. Consistently demonstrates critical thinking and problem solving skills by sorting through technical issues and presenting effective solutions in a timely manner. Routine or specialized testing is completed within the parameters of the assay. Monitors test performance and quality control daily. Before reporting test results, ensures that all remedial actions are taken when test(s) deviate from performance specifications. Immediately informs supervisor or senior staff unusual results. Immediately addresses employee failure to comply with personnel, standard precautions and safety guidelines; advises others of hazards in the work area.

Organizes, Manages, and Delegates Work

- Consistently distributes work assignments among staff to ensure that test completion meets DLM stat, priority, and routine turn-around-times. Communicates staffing needs to other supervisors and chief tech as appropriate. Consistently demonstrates multi-tasking and prioritizing skills by completing non-routine work assignments, projects, or training by assigned due dates without compromising the quality of the routine work.
- Immediately provides important information to higher level supervisor(s) and responds promptly to their recommendations.

Trains and Develops

- Develops and communicates learning objectives to staff regarding procedures and proper use of instruments. Instructs staff in instrument operation or test procedures prior to reporting any test results; presents subject matter clearly and accurately; designs and presents reviews and demonstrations for co-workers.
- Evaluates and documents staff competency according to regulatory and accreditation requirements prior to implementation of procedural or instrument changes and reporting of patient results,
- Consistently corrects errors, provides staff with additional information or training as necessary to prevent repeated errors.
- Keeps the Chief Tech apprised of employee performance, conduct issues, and actions taken to resolve them. Mentors staff to develop or enhance technical skills. Cooperates with other sections in the Service to provide adequate staff support in the absence of another Team Leader.

Maintain the Laboratory

- Demonstrates knowledge and understanding of current policies and procedures through the conduct of daily duties. Actively seeks training opportunities.
- Maintains inventory and orders supplies in sufficient quantity to meet test requirements with minimal waste; receives shipments promptly and verifies contents of shipment.
- Maintains supplies and calibrates instruments according to manufacturers' or Service guidelines to provide continuous service.
- Keeps procedure manual(s) current.
- Performs and monitors the required maintenance, and documentation of calibration and QC for instruments and test methods. Ensures that appropriate comparisons and checks are performed to maintain accreditation and safety requirements.