



Career Service Authority

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Medical Technologist Unit Supervisor

GENERAL STATEMENT OF CLASS DUTIES

Supervises the work of technical staff performing tests in a clinical laboratory or specialty unit of the Medical Laboratory such as Serology.

DISTINGUISHING CHARACTERISTICS

The Medical Technologist Unit Supervisor is distinguished from the Medical Technologist Section Supervisor which directs and supervises the work of technical staff in a specialty area of the Denver Health Medical Center Laboratory, such as Chemistry, to ensure accurate completion of laboratory tests and compliance with accrediting and inspecting agencies' requirements. This class is also distinguished from the Medical Technologist which performs highly technical routine and emergency laboratory procedures in the Medical Laboratory including Hematology, Chemistry, Toxicology, and the Blood Bank.

Guidelines, Difficulty and Decision Making Level:

Guidelines are in the form of stated objectives for the section, unit, function, or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit, or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability, and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs, or projects in various stages of completion.

Level of Supervision Received and Quality Review:

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program, or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy, and conformance to policy.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

Supervises two or more employees who do not supervise.

ESSENTIAL DUTIES

Supervises the daily activities of Medical Technologists and other laboratory staff performing tests in a clinical laboratory or specialty unit of the Medical Laboratory such as Serology.

Plans, schedules, coordinate, and assign work and establish goals and priorities for subordinate employees.

Reviews work upon completion for adherence to guidelines and standards.

Resolves problems encountered by employees during the course of the assignment.

Performs laboratory tests.

Reviews, analyzes and interprets tests performed in a medical laboratory.

Ensures the section's compliance with accrediting and inspecting agency requirements.

Ensures the maintenance and repair of laboratory equipment.

Compiles and prepares statistical data and assists in the preparation of operating reports.

Develops the performance evaluation program for functions within the unit, monitors and documents employee performance, provides ongoing feedback regarding levels of performance and formally evaluates employees in relation to performance.

Maintains appropriate levels of supply inventory.

Trains employees in day to day procedures.

Performs other duties as assigned or requested.

Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Technical Competence – Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise (for example, engineering, physical science, law, or accounting) and maintains credibility with others on technical matters.

Integrity/Honesty - Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

Interpersonal Skills - Shows understanding, courtesy, tact, empathy, concern; develops & maintains relationships; may deal with people who are difficult, hostile, distressed; relates well to people from varied backgrounds & situations; is sensitive to individual differences.

Team Building – Manages group processes, encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Managing Diverse Workforce – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce and manages workforce diversity.

Planning and Evaluating – Determines objectives and strategies, coordinates with other parts of the organization to accomplish goals, monitors and evaluates the progress and outcomes of operational plans, and anticipates potential threats or opportunities.

Oral Communication - Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Writing - Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience.

Decision Making - Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

Stress Tolerance - Deals calmly and effectively with high stress situations (for example, tight deadlines, hostile individuals, emergency situations, dangerous situations).

Flexibility - Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.

Customer Service - Works with customers to assess needs, provide assistance, resolve problems, satisfy expectations; knows products and services; is committed to providing quality products and services.

Physical Demands (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Standing: remaining on one's feet in an upright position.

Handling: seizing, holding, grasping, or otherwise working with hand(s)

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.
Repetitive motions: making frequent movements with a part of the body.
Eye/hand/foot coordination: performing work through using two or more.

Working Environment:

Exposed to hazardous anesthetic agents, body fluids and wastes.
Exposed to hazards of handling diseased organs and tissues.
Exposed to infection from disease-bearing specimens.
Exposed to the risk of blood borne diseases.
Exposed to unpleasant elements (accidents, injuries and illness).
Exposure to infections and contagious diseases.
Handles absentee replacement on short notice.
Subject to many interruptions

Education Requirement:

Bachelor degree in Biology, Chemistry or a related field.

Experience Requirement:

Three years of experience of the type and at the level of Medical Technologist.

Education/Experience Equivalency:

Additional appropriate education may be substituted for one year of the minimum experience requirement.

Licensure and/or Certification:

Completion of a Career Service Authority supervisory training course prior to completion of the probationary period.

Must meet Clinical Laboratory Improvement Amendments (CLIA).

CLASS DETAIL

FLSA CODE: Nonexempt
ESTABLISHED DATE: 09/16/1995
ESTABLISHED BY: Shirley Nikkel
REVISED DATE: 12/6/09

REVISED BY: Hameed Pousti

CLASS HISTORY 09/95 — The class was originally created.
12/6/09 — The spec was updated, Competencies were added, and was placed into new format.