

## LAB SUPERVISOR, QUADRANT BIOSCIENCES

### COMPANY

This is a fantastic opportunity to join a rapidly growing biotech company. Quadrant Biosciences works with top academic institutions, medical researchers and engineers to translate breakthrough findings into thoughtfully developed, scientifically sound applications. Our technology includes functional assessments and epigenetic biomarkers for neurological conditions such as concussion, autism spectrum disorder, and Parkinson's disease. Quadrant Biosciences was recently highlighted on CNN, NPR, Bloomberg, and Huffington Post for its groundbreaking work.

### JOB SCOPE

The Lab Supervisor provides medical laboratory diagnostic information, products, and services by establishing specimen preparation procedures; developing and implementing analytical procedures; evaluating laboratory information; consulting with pathologists; reporting results according to protocols mandated by the Lab Director and public health departments.

Maintains medical laboratory equipment performance by establishing quality standards; developing operations, quality, and troubleshooting procedures; ensuring staff compliance; certifying instrument performance; arranging equipment replacement, service, and repair. Maintains medical laboratory supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.

Maintains medical laboratory productivity by monitoring workload of functional areas; identifying peak and slack periods; making operational or staffing adjustment.

Maintains quality results by participating in the hospital quality assurance program; consulting with pathologists; performing proficiency surveys; reviewing quality control and quality assurance programs; making adjustments in policy and procedures; generating reports; maintaining records.

Maintains medical laboratory information system by identifying information needs and problems; recommending improvements; establishing priorities; testing; writing user manuals; training employees; maintaining security and confidentiality.

Implements new programs, tests, methods, instrumentation, and procedures by investigating alternatives; preparing proposals; developing and performing parallel testing; monitoring progress.

Maintains medical laboratory staff by recruiting, selecting, orienting, and training employees.

Completes operational requirements by scheduling and assigning employees; following up on work results.

Maintains medical laboratory staff results by counseling and disciplining employees; planning, monitoring, and appraising job results.

Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; and participates in professional societies.

Prepares physicians, nurses, patients, and students by teaching analytical theory, testing methodology, and the role of tested components in human physiology and medical practice. Complies with state and professional continuing education licensure requirements by providing in-service programs; monitoring outcomes.

Resolves problems by consulting with pathologists, other laboratory managers, technical coordinators, laboratory directors, physicians, nurses, and other health care professionals; attending committee meetings.

Bills for services by completing requests for service; monitoring billed units; providing the billing office with service codes.

Provides administrative support for the hospital by acting as manager on call. Contributes to team effort by accomplishing related results as needed.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Managing Processes, Presenting Technical Information, Management Proficiency, Equipment Maintenance, Training , Analyzing Information , Informing Others, Quality Focus, Clinical Lab Testing, Lab Environment, Technical Understanding.

#### **QUALIFICATIONS**

The Lab Supervisor will be required to meet one of the following requirements:

- Hold a degree of master of arts or master of science from an accredited institution with a major in one of the chemical, physical or biological sciences and, subsequent to graduation, has had at least four years of pertinent laboratory experience of which not less than two years have been spent working in the designated laboratory specialty in a clinical laboratory having a director at the doctoral level.
- Obtain qualification as a medical technologist and have at least six years of pertinent clinical laboratory experience subsequent to qualifying of which at least two years have been spent working in a clinical laboratory having a director at the doctoral level.