**Supervisor, Medical Laboratory Standard Job Description**

**Classification Title:** Supervisor, Medical Laboratory

**FLSA Exemption Status:**Exempt

**Pay Grade:** 10

**Job Description Summary:**

The Medical Laboratory Supervisor, under general supervision, manages laboratory operations and supervises assigned staff.

**Essential Duties and Responsibilities:**

**40% Supervision and Management of Laboratory Staff**

* Establishes and implements daily to weekly schedules for maintenance of equipment and reagents.
* Interviews and hires new laboratory personnel as needed.
* Performs annual evaluations of job performance of laboratory personnel.
* Schedules vacation and holiday duties for laboratory personnel to maintain laboratory operation during these periods.
* Trains new and replacement personnel in the laboratory and conducts periodic in-service training of current personnel.
* Resolves all personnel conflicts of laboratory personnel.

**20% Quality Control and Evaluation**

* Performs quality control checks on microscopic slides prepared by the laboratory and directs corrective action as required.
* Evaluates all microscopic slides prepared by the laboratory to ensure tissue sections and stains meet established standards of quality.
* Works with laboratory personnel to correct deficits in quality of work products when encountered.
* Troubleshoots all routine or special procedures as required.

**10% Inventory and Resource Management**

* Establishes and manages inventory control program.
* Orders all chemicals and supplies for the departmental laboratory.
* Performs annual inventory of instruments and chemicals.

**10% Development and Implementation of Procedures**

* Evaluates and implements new or revised lab testing procedures.
* Works with the laboratory director and staff to develop new histologic procedures for application within the laboratory.
* Compiles and updates the procedure manual for the lab.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in a scientific field or equivalent combination of education and experience.

**Required Experience:**

* Two years of related experience in a laboratory.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing, spreadsheet, and database applications.
* Knowledge of standard laboratory safety procedures.
* Strong verbal and written communication skills.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone
* Calculator

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements
* Work beyond normal business hours and/or work on weekends.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**