



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code: 3226

HUMAN SERVICES MEDICAL LABORATORY DIRECTOR

GRADE L

SCOPE OF WORK:

Work involves directing the clinical laboratory staff providing services to the North Dakota State Hospital and James River Correctional Center or the North Dakota Developmental Center.

DUTIES PERFORMED:

- Develop, implement, monitor, review, and update the goals, objectives, policies, and procedures of the clinical laboratory.
- Hire, train, supervise, and evaluate staff.
- Direct and monitor all testing, oversee quality control and improvement programs within the laboratory; perform all laboratory testing, as needed.
- Refer appropriate laboratory testing to other outside entities; negotiate contracts for services performed by contractors.
- Evaluate new laboratory procedures, perform comparative studies and propose changes to pathologist consultant.
- Propose and monitor biennial budget; determine necessary equipment and supplies purchases.
- Negotiate contracts for services provided by outside contractors.
- Participate in the Infection Control Committee and other committees as assigned.
- Recommend reference laboratory services for second opinions to the clinical staff and Medical Director of the Hospital.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a Bachelor's degree in Medical Technology, North Dakota Medical Technologist licensure under provisions of North Dakota Century Code Chapter 43-48, and three years of professional lab technology work experience that included supervision of staff.

Eff. Date: 03/07

Rev: 07/12 – Conversion to Hay System