

Nueces County Job Description

Job Title: PUBLIC HEALTH MEDICAL LABORATORY QUALITY MANGER
(Public Health Emergency Preparedness Program (Health))
Job Code: ????????
Salary Level: Pay Group ????????
Class: Non-Clerical
FLSA Status: Exempt
W.C. Code: 8832
NAICS code: 621498
Prepared by: Sara Longoria
Date: Created 3/23/2012

Approved by:

Date:

SUMMARY: Maintain quality systems and report the quality control data in compliance with the state and federal regulatory agencies currently utilized by the laboratory. The employee shall be responsible for maintaining laboratory function in the absence of the laboratory manager. Supervises technical personnel and conducts bacteriological tests on human and environmental water samples. Results are used for operation improvement, prevention, and detection of human disease.

The employee is required to be on duty before, during, and after natural disasters and emergencies, as directed by the supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as needed.

Primary person to document quality assurance and quality control in microbiology and clinical testing and be responsible for the oversight and/or review of the data.

Implement new procedures when necessary and train employees on the proper techniques.

Conduct internal audits in order to maintain a quality system approach according to NELAC standards and quality assurance in compliance with CLIA, CDC, EPA, and FDA.

Responsible for maintaining the currency of the Quality Manual.

Monitor corrective actions.

Maintain inventory of supplies needed for testing in clinical and environmental areas.

Investigate new methods of testing as appropriate.

Clinical Testing – Perform microbiological testing; culture, isolate, and identify pathogenic organisms from clinical specimens.

Process vaginal and urethral swabs for DNA probe testing for isolation of Chlamydia trachomatis and Neisseria gonorrhoea.

Perform RPR (syphilis screening) test on blood specimens and do TP-PA for confirmation.

Environmental Testing – Perform bacteriological testing on drinking water, marine water, surface and ground water, and milk products as schedule dictates.

Review Test Results – Oversee test results, summarize in report form, and review the data as necessary.

Testing Sexually Transmitted diseases at STAT Clinic – Gram staining of urethral and vaginal swabs and performing wet mounts in the STAT lab in STD clinic.

Participate in community-wide disaster preparedness planning and drills. Remain current on all available vaccines for communicable diseases.

Clerical Work – When clerk is unavailable, receive specimens at the window and provide information on handling and collecting water samples. Be able to log specimens and results in Laboratory Information System (STARLIMS). Prepare end of month statistics.

Perform and advise other laboratories on proper collection, packaging, labeling, and shipping and chain of custody handling procedures for samples suspected of containing biological, chemical, radiological and/or nuclear agents or send out to reference laboratories.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Must have: 1) a Bachelor's degree in microbiology, biology, chemistry, environmental science, physical science, or engineering plus three (3) years of experience in environmental analysis. Master's degree in one of the above degrees plus (1) one year of experience is preferred. Must meet all Federal requirements for education and experience as mandated in the final Clinical Laboratory Improvement Amendments and National Environmental Laboratory Accreditation Conference. .

CERTIFICATES, LICENSES, REGISTRATIONS: Class C Driver License

OTHER SKILLS AND ABILITIES: Receives general direction from Laboratory Manager. The employee shall be responsible for maintaining laboratory function in the absence of the laboratory manager. The employee normally performs the job by following established standard operating procedures and/or policies. Performance is reviewed periodically. Employee prepares budget documents and does research to justify language used in documents for a unit or division of a department and may recommend budget allocations and expenditures as directed by laboratory Manager. Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor performs these functions. Work requires analysis and judgment in accomplishing diversified duties. Requires the exercise of independent thinking within the limits of policies, standards, and precedents. Knowledge of regulatory agencies and their requirements is essential. Decisions regarding establishment of policies may be made. Contact may involve the negotiation of contracts, sensitive issues or important presentations. The use of diplomacy may be necessary with customers or co-workers.

LANGUAGE SKILLS: Advanced reading and writing skills required. Ability to read and interpret professional journals, technical procedures, and governmental regulations is necessary. Ability to write correspondence, reports, plans, and procedure manuals. Ability to effectively present information and respond to questions as a representative of the PHEP Team.

MATHEMATICAL SKILLS: Advanced math skills required. Ability to compute statistical data, determine results, and relay results to necessary entities.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand and use hands to grasp, or feel objects, tools, or controls. The employee is occasionally required to lift and/or move up to 25 pounds. Vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions when directing emergency preparedness activities. Possible exposure to infectious diseases could occur.