

Island Health Services

requires a

Laboratory Manager

Job Summary: Responsible for implementing, coordinating and supervising all the functions in the Laboratory. This includes staffing, training and appraisals, scheduling, budgeting, accreditation, maintaining PR and relating with physicians, administration and customers of Island Health Services.

Skill: Health/Medical – Laboratory

3 year contract

The successful candidate would be a full time, highly motivated, extremely organized individual who can work well in a busy environment, and as a part of well established team.

Duties including and not limited to:

- Creating and reviewing the Laboratory policies and procedures.
- Responsible for gaining and retaining COLA accreditation.
- Overseeing the Laboratory Quality Control Program.
- Ordering and overseeing the Laboratory Proficiency Testing Program.
- Maintaining stock levels and ordering appropriately.
- The validation, correlation and set-up of new instrumentation.
- Maintaining and troubleshooting all instrumentation.
- Responsible for recognizing results or problems that require referral to the Doctor.
- Providing continued education to support SMART goals of all the Laboratory Staff.
- The charging and administration of services.
- Phlebotomy and ECG testing.
- Able to communicate effectively in English, both verbally and in writing.

Working hours:

- 42.5 hour working week including weekends and evenings as and when required

Regulatory Requirements:

- Bachelor of Medical Laboratory Science Degree.
- At least 10 years experience in a multi-disciplinary Laboratory. At least 3 years experience at Laboratory Management level with qualifications completed or in the process of completion from a recognized Management and Business Institution.
- ASCP, CSMLS or NZIMLS membership.

Skills:

- High level of computer knowledge, LabDaq and Encounter Manager.
- Proficiency in use of laboratory equipment and testing. Proficiency in Blood Film reading and interpretation. Proficiency in Phlebotomy and ECG testing.
- Expert knowledge in COLA standards and Total Quality Management.

Applications should be submitted in writing with resume and references, no later than 19th April, 2011 to:

**Celia E. Jones
Practice Manager
P.O. BOX DV 131,
Devonshire DV BX**