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Job Title	Lab Technical Coordinator, Flow Cytometry
Job Requisition ID	78567BR
Employer	Emory Healthcare
Operating Unit/Division	Emory University Hospital
Campus Location	Emory University Hospital
Department	370330:EUH Lab Flow Cytometry
Full/Part Time	Full-Time
Regular/Temporary	Regular
PRN Position?	No
Job Description	<p>Plans, organizes and directs the day to day operations of a technical laboratory or functional area including staff supervision, coordination with other technical coordinators, lab managers and other hospital departments. Plans, administers and monitors the department's capital equipment, operations, and personnel budgets; regularly reviews year to date expenditures; and takes corrective action as necessary; establishes inventory control procedures. Evaluates vendor products; develops criteria for determining vendor selection; and recommends vendor which best meets defined criteria. Develops departmental short and long term goals and objectives. Meets with other staff members to discuss progress and to develop future courses of action. Analyzes departmental strengths, weaknesses, opportunities and constraints. Manages staff and employee performance. Resolves Human resourcerelated issues, determines staffing needs, interviews and hires staff. Provides on-going performance feedback, addresses problems, orients and trains employees, verifies competency and identifies and suggests ways to develop skills. Provides formal and informal counseling to employees. Monitors workflow. Assists in developing laboratorywide policies and procedures. Establishes area specific procedures related to technical performance and specific job responsibilities in accordance with regulating agency. Oversees quality control program within area(s) of responsibility. Monitors quality improvement standards. Monitors laboratory test results and patient reports as required. Implements and evaluates operational changes to improve productivity and the quality and efficiency of laboratory services. Monitors advance maintenance and trouble shooting of equipment and instruments. Coordinates correction of malfunctions with service representative. Researches and recommends purchase of new products or equipment. Approves and processes orders for supplies, reagents or equipment. Directs maintenance of LIS database and implementation of software enhancement and system checks. Monitors backup for data integrity and participates in recovery and restoration. Interprets applicable regulations to direct recordkeeping for complete and accurate documentation. Reviews accuracy and timeliness of patient test results; provides data for and prepares operational and statistical reports for management and regulatory agencies to comply with regulations. May serve on or chair laboratory and hospital committees or clinical pathways. Communicates operational changes to staff; seeks input and recommendations on ways to improve operations. Meets with laboratory administration, nursing and faculty regarding laboratory operations, research and customer services. Develops and presents training programs on employee safety,</p>

infection control, and leadership development and new employee orientation. Prepares laboratory for inspection or accreditation visits including staff compliance with policies and procedures and proficiency testing program. Monitors research and development activities within the laboratory; assists in the development and implementation of new procedures. Performs laboratory tests as required. Performs other related duties as required.

MINIMUM QUALIFICATIONS: Bachelors degree in medical technology, clinical lab science or a chemical, physical or biological science. Other bachelors degree will be accepted if graduated from an accredited school of medical technology or if science and math coursework meet requirement of certifying agency. Bachelors degree may be waived for a medical technologist who was ASCP certified in the years prior to the bachelors degree requirement by ASCP and a HEW/HHS technologist certified by Health and Human Services. Five years of medical technology experience preferred. Four years in a supervisory capacity preferred. MT (ASCP), MLS(ASCP) or categorical, MT(NCA), MT(AMT), MT(HHS or HEW), CHT(ABHI), CHS(ABHI), CT (ASCP), HTL(ASCP) required.

PHYSICAL REQUIREMENTS (Medium): 20-50 lbs; 0-33% of the work day (occasionally); 11-25 lbs, 34-66% of the workday (frequently); 01-10 lbs, 67-100% of the workday (constantly); Lifting 50 lbs max; Carrying of objects up to 25 lbs; Occasional to frequent standing & walking, Occasional sitting, Close eye work (computers, typing, reading, writing), Physical demands may vary depending on assigned work area and work tasks.

ENVIRONMENTAL FACTORS: Factors affecting environment conditions may vary depending on the assigned work area and tasks. Environmental exposures include, but are not limited to: Blood-borne pathogen exposure Bio-hazardous waste Chemicals/gases/fumes/vapors Communicable diseases Electrical shock, Floor Surfaces, Hot/Cold Temperatures, Indoor/Outdoor conditions, Latex, Lighting, Patient care/handling injuries, Radiation, Shift work, Travel may be required. Use of personal protective equipment, including respirators, environmental conditions may vary depending on assigned work area and work tasks.

Minimum Hourly Rate \$	28.21
Minimum Annual Rate \$	58676.8
Midpoint Hourly Rate \$	38.07
Midpoint Annual Rate \$	79185.6
Work Shift	Day
Specific Work Hours	8 AM - 5 PM

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