



Employee Job Description	
Position Title: Medical Lab Coordinator	
Position ID #	
Facility: St. Croix Tribal Health Clinic	
Job Family: Health and Human Services	Comp Grade: Status: Full Time

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

Position Summary:

Implements the laboratory policies and procedures. Responsible for specimen processing, test performance, and test result reporting in a complex laboratory as defined by CLIA-88.

Essential Duties:

- Responsible for the day-to-day functions, supervision and oversight of the laboratory and personnel performing testing and reporting test results.
- Responsible for writing and maintaining Laboratory procedures.
- Responsible for selecting appropriate new/replaced Laboratory equipment. Assure that all Laboratory equipment maintenance schedules are followed.
- Assure annual competency assessment are completed on Laboratory personal.
- Maintains the Laboratory Quality Control/Quality Assurance Program.
- Assures that the Laboratory participates in all required proficiency testing programs that proficiency testing samples are tested and reported.
- Maintains appropriate levels of supplies, consumables, and reagents.
- Follows the testing personnel responsibility standard as defined in 493.1495 of CLIA-88.
- Prepare specimens for send out to outside laboratories.
- Log test results from send out laboratories in the appropriate patient files
- Disseminate test results to the appropriate individuals and departments.
- Perform and/or assist with specimen collection.

- Adhere to the St. Croix Tribal Health and Human Services policies and procedures.
- Mentor, coach and counsel staff to develop excellent contribution to the SCTHHS mission and assist in understanding individual's role in the strategic plan.
- Maintain full compliance with the laws and regulations.
- Respond to all customer comments presented in a complete and timely manner.
- Perform other duties as assigned.

Physical Demands/Environment Factors:

- Requires sitting, standing, and walking
- Ability to lift up to 50 pounds
- Requires use of computer, phone, general medical equipment, and general office equipment
- Needs adequate visual acuity, ability to grasp and handle objects
- Requires good verbal and written communication skills
- Requires off-site travel with tribal fleet vehicle

Position Qualifications:

- Able to demonstrate the knowledge and skill to provide care appropriate to patients.
- Meets the minimum qualifications of testing personnel in a complex laboratory as defined in 493.1489 CLIA.
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Note: The essential functions are intended to describe the general contents of and requirements of this position and are not intended to an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

Supervisory Responsibilities: Medical Technologist, Lab Assistants

Directly Reporting to: Director of Nursing

Matrix of INDIRECT Reporting: St. Croix Tribal Council

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

EEPID	Employee Printed Name	Employee Signature
Date		

Supervisor Printed name

Supervisor Signature

Date

Job descriptions are to be reviewed and updated annually by Position Supervisor.

Job duties are to be reviewed with employee as part of the annual evaluation and as position duties and responsibilities change.

All signatures are required.