



DIVISION SCOPE OF SERVICE

Division: CONTINENTAL
Classification: REGIONAL DIRECTOR – HOSPITAL LABORATORY
Applicant Name:

<p>Regional Director – Hospital Laboratory: The Regional Hospital Laboratory Director must have equivalent qualifications, competence and function in the same role as employed individuals performing the same or similar services at the facility, as defined by facility job description.</p>
<p>Definition of Care or Service: The Regional Hospital Laboratory Director provides leadership and directs the training, development and supervision of laboratory personnel; plans and schedules the activities of the laboratory; assumes responsibility for the proper application of policies and procedures; and operates the laboratory on a cost-effective basis. The Regional Hospital Laboratory Director is accountable for the accuracy and reliability of all services provided by the laboratories under his/her supervision. This individual actively supports and complies with all company and hospital principles, policies and procedures. The Scope of Service may include:</p> <ul style="list-style-type: none"> • Ensure that all testing performed under his/her supervision is according to established, approved procedures and quality control policies • Performs management tasks such as Interviews, employs, terminates, or makes authoritative recommendations with regard to direct report employment status • Plans work schedules and assigns work based on availability of personnel, workload and makes adjustments to ensure continuous operations and productivity levels • Evaluates employee performance, recommends pay increases, handles grievances and work group performance • Coaches and counsel staff to assist in their professional development • Anticipate departmental needs in order to establish both long and short-range goals; provide direction to the employees to ensure implementation of plans and the meeting of goals; and measure compliance in collaboration with administration (ACL, Quest Diagnostics and Hospital) • Prepare written monthly reports of all laboratory activities and submit to the Director as directed • Establish necessary budgetary controls and maintain costs within budgeting constraints • Support and comply with all ACL, Quest Diagnostics and Hospital policies and procedures. Accountable for implementation and employee compliance with policies and procedures • Implement and coordinate Point-of-Care-Testing (POCT) within the hospital • Make recommendations for the purchase of capital equipment • Support and participate in the hospital’s performance improvement process in an effort to continuously improve the quality of patient care • Investigate and resolve problems; inform Director of all major problems. • Responsible for the maintenance and retention of all documents needed for Federal/State inspections; ensure successful inspections and initiate timely remedial action as appropriate. Ensure that the



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<p>laboratory maintains certification in all testing areas and retains its license</p> <ul style="list-style-type: none"> • Execute Safety and Infectious Control Procedures to ensure patient, staff, and visitor safety • Promote mutual respect and professionalism throughout the company and hospital • Ensure that client inquiries and problems are handled professionally and expeditiously • Perform other ancillary duties as directed by competent authority • Demonstrates Clinical and Service excellence behaviors to include code of HCA Healthcare conduct core fundamentals in daily interactions with patients, families, co-workers and physicians
<p>Setting(s): Healthcare facilities including but not limited to hospitals, outpatient treatment facilities, imaging centers, and physician practices</p>
<p>Supervision:</p> <ul style="list-style-type: none"> • Direct supervision by nursing department director, site manager or designee • Supervision is defined by any limitations in practice that may be addressed by state law <p>Evaluator: Department director or designee</p> <p>Tier Level: 2</p> <p>eSAF Access Required: No</p>
<p>Qualifications:</p> <ul style="list-style-type: none"> • Masters degree or higher • One of the below required: <ul style="list-style-type: none"> ○ Certified as a Medical Technologist (MT) ○ Qualified as a general laboratory supervisor under Clinical Laboratory Improvement Amendments (CLIA). (Can be found on Skills Checklist) <p>NOTE: Where education may not be defined in qualifications area of the Scope, HCA Healthcare requires the highest level of education completed (not training or courses) confirmed on your background check.</p>
<p>State Requirements:</p> <ul style="list-style-type: none"> • N/A
<p>Experience:</p> <ul style="list-style-type: none"> • Minimum of 5 years management experience
<p>Competencies: The Regional Hospital Laboratory Director will demonstrate:</p> <ul style="list-style-type: none"> • Demonstrated leadership and significant management skill in Laboratory Medicine • Ability to lead subordinate staff in the performance of their duties • Ability to work with the System Laboratory Medical Director • Detailed knowledge of laboratory operations • Detailed knowledge of and ability to develop laboratory CQI, Quality Management programs • Ability to work with and communicate effectively with physicians, hospital and company leadership, staff and customers • Detailed knowledge of hospital financial operations as it relates to functioning of clinical laboratories • Detailed understanding of laboratory and hospital information systems, implementation plans, and Interfaces • Ability to work with hospital and laboratory personnel in meeting the standards for clinical testing with



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respect to cost, service, and quality

- Infection Prevention
 - Practices consistent hand hygiene
 - Understands sterile technique and takes action as necessary to prevent the contamination of sterile equipment or a sterile field during a procedure.
 - Uses personal protective equipment (PPE)
 - Complies with Isolation precautions
 - Required immunizations per Division requirements

References:

Medical Technologist Verification: <https://www.americanmedtech.org/Employers#1786105-employee-verification>

Document Control:

- Content updates 10/24/2019

Your signature confirms you will be able to comply with the Qualifications and Competencies listed within this Scope of Service and that you will confirm education via your background check.

Applicant Printed Name: _____

Signature: _____

Date: _____