

Lab Manager Health Services Tufts University

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Posted Apr. 25, 2024, set to expire Dec. 31, 2024

Job Title	Lab Manager Health Services
Department	Health & Wellness
Institution	Tufts University Medford, Massachusetts
Date Posted	Apr. 25, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Medicine/Laboratory Medicine
Job Website	https://jobs.tufts.edu/jobs/20422?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Health & Wellness, within Student Life, is comprised of Counseling and Mental Health Service, Health Service, Health Promotion, Center for Awareness, Resources, and Education, and Administration and Operations. Health and Wellness (H&W) contributes to the educational mission of the university through promoting student wellbeing via clinical, educational, and consultative services. Serving a diverse student body of 9,000+ undergraduate and graduate students, H&W is committed to providing excellent care and support in a welcoming, inclusive, and culturally informed environment. We bring energy, expertise, and a collaborative approach to the provision of medical and mental health care and prevention services. We are active and visible throughout campus conducting training, outreach and liaison work, and serving as active members of Student Life.

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This area has responsibility for health compliance, state and federal health requirements, health insurance, HIPAA and other privacy concerns, and risk management. Our combined staff is approximately 60 individuals with diverse medical, mental health and public health backgrounds.

What You'll Do

The Laboratory Manager oversees all aspects of the CLIA certified, moderate complexity clinical laboratory at Tufts Health Service. The laboratory supports the mission of Health Service by performing onsite diagnostic testing, phlebotomy services, specimen processing and coordination of sending specimens to reference laboratories. The Laboratory Manager works closely with other members of the Health Service management team to ensure safe and high-quality patient care. This position is expected to be on campus 5 days a week.

The Lab Manager for Health Services is responsible for:

- Supervises laboratory staff, including interviewing, selecting, and training employees
- Conducts performance reviews and oversees performance improvement plans if applicable
- Schedules laboratory staff to ensure continuity of service
- Maintains laboratory policy and procedure manuals, maintains quality control records
- Determines and implements best techniques for provision of diagnostic tests
- Determines the type of equipment and materials needed to be used in performing work
- Works with other management team members to plan budget
- Ensures integration is working between electronic record and laboratory systems and ensures timely and accurate reporting of laboratory results
- Monitors work for legal/regulatory compliance
- Provides for safety and security of the workplace
- Liaises with Occupational Health and Environmental Health and Safety when necessary
- Coordinates laboratory services with Health Service Medical Director and Laboratory Medical Director
- Provides education related to diagnostic testing to Health Service clinical staff
- Maintains laboratory certification (CLIA) and oversees laboratory site visits for the purpose of certification

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What We're Looking For

Basic Requirements:

- Knowledge and experience typically acquired by: Licensed medical technologist, with Bachelor's degree, at least 5 years working in a laboratory setting with leadership/supervisory experience

Preferred Qualifications:

- Experience in a supervisory role

Pay Range

Minimum \$63,600.00, Midpoint \$79,500.00, Maximum \$95,400.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact