

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER

Job Description
LABORATORY DIRECTOR

Position Assigned To: _____

You Report To: _____
(Professional Services Chief)

Mission: Maintain Laboratory services, blood and blood products at appropriate levels. Prioritize and manage the activity of the Laboratory Staff.

- Immediate
- ___ Receive Job Description from Professional Services Chief.
 - ___ Read Job Description and put on position tag.
 - ___ Obtain briefing from Professional Services Chief.
 - ___ Inventory available blood supply and blood components and designate those units of blood, if any, which may be released for use outside the facility. Report information to Professional Services Chief.
 - ___ Notify Triage Leader of the number of “O” negative units of blood that are available.
 - ___ Evaluate Laboratory Service’s capacity to perform:
 - Hematology studies
 - Chemistry studies
 - Blood Bank services
 - ___ Report capabilities and operational readiness to Professional Services Chief.

- Intermediate
&
Extended
- ___ Obtain needed supplies through blanket contracts.
 - ___ Send any unassigned personnel to Labor Pool.
 - ___ Inform patient care areas of currently available service.
 - ___ Communicate with Patient Tracking Officer to ensure accurate routing of test results.
 - ___ Provide for routine meetings with Professional Services Chief.
 - ___ Document all action/decisions with a copy to Professional Services Chief.
 - ___ Observe and assist staff who exhibit signs of stress and fatigue. Provide for staff rest periods and relief.
 - ___ Direct non-utilized staff to Labor Pool.