

## MANAGER – ANATOMIC PATHOLOGY LABORATORIES

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Administrative Director of Laboratory Services, an incumbent of this class is responsible for the management of clinical and administrative functions for the Anatomic Pathology labs for the Westchester Medical Center to ensure quality, timely and efficient operations. This includes responsibility for policy development and implementation, establishment of procedural systems and controls, audit and review of guidelines, regulatory compliance and quality assurance. Supervision is exercised over laboratory supervisors, cytotechnologists and support staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Plan, coordinate and administer the activities of the Histology, Cytotechnology and Immunohistocompatibility laboratories;

Develops laboratory service policies in accordance with hospitals goals by implementing changes in testing or reporting procedures in response to changes to regulation or to enhance existing operations;

Creates quality assurance indicators to improve laboratory performance by monitoring measurements, outcomes and turnaround time;

Monitors laboratory procedures to ensure accurate and timely reporting and implements methods to ensure regulatory compliance;

Ensures assigned laboratories are in compliance with regulatory and licensing agencies by working with hospital management to keep licensures valid;

Provides input into collaborative goals, objectives and strategies for assigned sections and develops strategies and activities designed to achieve short and long term goals;

Develops, implements and monitors budgets for assigned labs;

Reviews, revises and creates protocols in accordance hospital objectives and strategies to address clinical operational issues;

Works closely with clinical staff to ensure the highest level of patient care through quick and efficient laboratories results;

Prepares statistical reports for the Medical Director and Administrative Director of Laboratory Services regarding laboratory results and procedures in assigned laboratories;

Plans, supervises and assigns work to staff, evaluates performance, conducts training and staff development activities, handles disciplinary issues, etc.;

Coordinates automated clinical systems upgrades with laboratory technical staff;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

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### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of the principles, techniques, procedures, instrumentation and safety precautions used in a Anatomic Pathology laboratory; thorough knowledge of all functional (equipment, programs, systems, functional capabilities) and administrative aspects of a Anatomic Pathology laboratory; good knowledge of a hospital organization and functioning; good knowledge of Anatomic Pathology laboratory regulation and licensing; knowledge of costs associated with a multi-unit laboratory; skill in managing a multi-unit laboratory; ability to implement quality control standards; ability to construct technical and administrative reporting procedures; ability to provide technical consultation to laboratory staff, physicians and nurses; ability to supervise and coordinate the work of others; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; thoroughness; accuracy; discretion; tact; resourcefulness; initiative; sound professional judgment and physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) Possession of a valid Clinical Laboratory Technology License or Cytotechnologist License issued by the New York State Education Department and six years of subsequent Anatomic Pathology experience in a laboratory having a doctoral level director qualified in Cytopathology, four of which were in Histology or Cytotechnology and two of which were in a supervisory role; or b) a Bachelor's Degree\* in Cytotechnology or closely related field which included 12 semester hours in biology courses related to medical sciences, 12 months of training in a school of Cytotechnology approved by the American Medical Association, six years of subsequent Anatomic Pathology experience in a laboratory having a doctoral level director qualified in Cytopathology, four of which were in Histology or Cytotechnology and two of which were in a supervisory role and possession of a valid Cytotechnologist License issued by the New York State Education Department; or (c) a Bachelor's Degree\* in Cytotechnology or closely related field which included 12 semester hours in biology courses related to medical sciences, six months formal training in a school of Cytotechnology approved by the American Medical Association, six years of subsequent Anatomic Pathology experience in a laboratory having a doctoral level director qualified in Cytopathology, four of which were in Histology or Cytotechnology and two of which were in a supervisory role and possession of a valid Cytotechnologist License issued by the New York State Education Department; or (d) graduation from high school, completion of six months of training in Cytotechnology and two years of full-time experience in Cytotechnology prior to September 1, 1971 and four years of subsequent Histology or Cytotechnology experience in an Anatomic Pathology laboratory having a doctoral level director qualified in Cytopathology, two of which were in a supervisory role and possession of a valid Cytotechnologist License issued by the New York State Education Department.

NOTE: Employees are required to maintain valid licensure by the New York State Department of Education as a Cytotechnologist throughout employment in this title.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education indicated in the minimum qualifications will be considered in evaluating experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

West. Co.  
J.C.: Competitive  
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Job Class Code: E0933  
Job Group: Flat Rate