The State Hygienic Laboratory (Iowa’s Environmental and Public Health Laboratory), at the University of Iowa, under contract with the Iowa Department of Public Health, has an exciting full-time opportunity for a Clinical Laboratory Supervisor.

This position supervises the laboratory testing of clinical specimens or isolates, for the purpose of disease diagnosis and treatment or surveillance. Ensures assigned sections are functioning under best laboratory practice and in compliance with CLIA regulations or other regulatory agency requirements as appropriate. Ensures assigned staff adhere to all laboratory safety and security policies.

Rotating holiday and weekend coverage is required.

Position Status: 2 Year Specified Term

Key Areas of Responsibilities and Specific Job Tasks

<table>
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<tr>
<th>Classification</th>
<th>Specific Job Duties and Tasks</th>
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| Technical Laboratory Capability | • Apply extensive knowledge of standard laboratory principles, practices, concepts and theories.  
• Supervise the clinical laboratory testing and coordinate staff development and training.  
• Coordinate and approve modification and adaptations to established methods  
• Evaluates laboratory practices for adherence to accepted infectious disease molecular biology concepts and theories. |
| Instrumentation and Technology | • Supervise daily operation and maintenance of laboratory instruments and equipment, including training, in depth troubleshooting, and calibration.  
• Assess instrument and equipment needs for area.  
• Recommend new and existing equipment and instruments for area. |
| Data Analysis, Reporting and Documentation | • Supervise documentation and review routine and complex data analysis, procedures, results and reports.  
• Release routine and complex data; interpret and report results.  
• Approve and review standard operating procedures.  
• Design and oversee performance of test validation studies. |
| Quality Control / Quality Assurance / Quality Improvement / Quality Assessment | • Coordinate and assume responsibility for an effective quality control and quality assurance program for the unit.  
• Supervise corrective action process for area.  
• Promote a quality system culture.  
• Establishes policies, processes, and procedures for nucleic acid amplification testing workflow.  
• Oversees the policies, procedures, and algorithms related to SHL’s quality management system. |
Outreach and Communication

- Communicate detailed information and result interpretation with external and internal partners.
- Interpret test results and discuss clinical significance of multiple tests related to a diagnosis for physicians and epidemiologists and recommend further testing when indicated.
- Coordinate presentations for various technical and non-technical groups.
- May direct outreach activities.
- May recommend testing strategies.
- Trains others on the appropriate molecular laboratory practices.
- Oversees the policies, processes, and procedures for notification and consultation with epidemiologists regarding molecular analysis for infectious disease agents with epidemiologists regarding test requests.
- Oversees the policies, processes, and procedures, related to reporting and release of examination results and notifiable results to partners.

Compliance / Administration

- Implement rules, regulations and standards necessary to maintain compliance with regulatory agencies.

Leadership

- Hire, develop and manage the performance of staff; assure staff are compliant with UI policies and procedures.

Human Resources

- Interpret and implement HR policies and procedures and resolve issues.

Financial Responsibility

- Assist in budget development and provide projections and recommendations.

Universal Competencies

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<tr>
<th>Collaboration/Positive Impact</th>
<th>Ability to work with a variety of individuals and groups in a constructive and civil manner and utilize existing resources and learning to achieve or exceed desired outcomes of current and future organizational goals/needs.</th>
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<tr>
<td>Diversity, Equity and Inclusion</td>
<td>Ability to work with a variety of individuals and groups in a constructive and respectful manner while appreciating the unique contribution of an inclusive workforce that brings together the talents of people across multiple identities, including: race, creed, color, religion, national origins, age, sex, pregnancy, disability, veteran or military status, sexual orientation, gender identity, or associational preferences.</td>
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<tr>
<td>Service Excellence/Customer Focus</td>
<td>Ability to meet or exceed customer service needs and expectations and provide excellent service in a direct or indirect manner. Ability to effectively transmit and interpret information through appropriate communication with internal and external customers.</td>
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Technical Competencies

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<tr>
<th>Clinical Laboratory Testing (Extensive)</th>
<th>Supervises clinical specimen collection and processing for various test requests. Trains others on the appropriate operation of medical laboratory equipment. Oversees the testing/examination of clinical specimens per physicians’ requests. Evaluates the accuracy of results obtained from clinical laboratory tests. Recommends solutions to improve existing procedures of clinical laboratory tests. Directs relevant policy and ethics compliance for all clinical laboratory tests.</th>
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| **Laboratory Practice Quality Assurance (LPQA)** (Extensive) | • Oversees and prepares contingency plans for potential problems in standard LPQA procedures.  
• Designs data auditing criteria to evaluate the validity of collected data.  
• Directs the selection of LPQA techniques in complex laboratory environments.  
• Optimizes key stages (e.g. analytical stage) in the LPQA process to improve efficiency.  
• Evaluates LPQA precautionary measures; prevents the practice of faulty laboratory processes.  
• Coordinates interdepartmental and external LPQA procedures. |
|---------------------------------------------------------------|
| **Laboratory Results Reporting** (Working)                     | • Selects from a variety of LRR technologies, e.g. Electronic Data Interchange (EDI).  
• Analyzes information exchange related problems (e.g. confidentiality and accuracy) in LRR.  
• Follows LRR policies and ethics, e.g. Health Insurance Portability and Accountability Act (HIPAA).  
• Explains how LRR supports the interoperability between health records and laboratory systems.  
• Creates secure access to laboratory results and their interpretations in a patient-focused manner. |
| **Laboratory Supply and Inventory Management** (Extensive)     | • Coordinates the procurement and management of a variety of materials, equipment, and supplies.  
• Evaluates inventory expenditures vs. budget constraints and controls inventory costs.  
• Compares and contrasts alternative sourcing strategies (consignment, just-in-time purchasing, etc.)  
• Formulates contingency plans with critical suppliers to avoid inventory shortages.  
• Coaches laboratory personnel on the principles and best practices of inventory control and waste avoidance.  
• Advises on changes in inventory needs due to variability in the type and frequency of lab tests. |
| **Relationship Management** (Working)                         | • Describes the roles and responsibilities in a collaborative working relationship.  
• Monitors satisfaction levels on a regular basis.  
• Alerts own team to problems in satisfaction.  
• Ensures prompt and effective response to requests and interactions from “customers”.  
• Works with “customers to address critical issues and resolve major problems. |
| **Planning and Organizing** (Working)                         | • Creates action plans that ensure the accomplishment of responsibilities.  
• Breaks tasks into manageable steps that can be incorporated into a personal work plan.  
• Surfaces potential bottlenecks or disruptions that could potentially get in the way of keeping a schedule.  
• Monitors progress continuously and adjusts tactics for handling situations on a case by case basis.  
• Escalates concerns over competing or conflicting priorities. |

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

As part of performing the key areas of responsibility and competencies described above, staff members are expected to meet reasonable standards of work quality and quantity, as well as expectations for attendance established by their employment.
supervisor. Staff members are also expected to comply with policies governing employee responsibilities and conduct, including those contained in the University Operations Manual.

Proficiency levels are defined as:
**Basic Application** - Uses basic understanding of the field to perform job duties; may need some guidance on job duties; applies learning to recommend options to address unusual situations.

**Working Experience** - Successfully completes diverse tasks of the job; applies and enhances knowledge and skill in both usual and unusual issues; needs minimal guidance in addressing unusual situations.

**Extensive Experience** - Performs without assistance; recognized as a resource to others; able to translate complex nuances to others; able to improve processes; focus on broad issues.

**Expert/Leader** - Seen as an expert and/or leader; guides, troubleshooting; has strategic focus; applies knowledge and skill across or in leading multiple projects/orgs; demonstrates knowledge of trends in field; leads in developing new processes.

### Position Qualifications

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<th>Education or Equivalency Required</th>
<th>A Master’s degree in in Microbiology, Clinical Lab Science, or Biology, or related field or an equivalent combination of education and experience is required.</th>
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<td><strong>Required Qualification</strong></td>
<td>• Three – five years relevant laboratory experience in a professional setting.</td>
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<td>• One-year supervisory experience of staff in a professional.</td>
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<td>• Excellent communication, interpersonal, and relationship management skills.</td>
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<td>• Must meet CLIA requirements for high complexity testing.</td>
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<td><strong>Highly Desirable Qualification</strong></td>
<td>• Doctoral degree in Microbiology, Molecular Biology or Public Health related field.</td>
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<td>• Previous public health laboratory experience.</td>
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<td>• Certification by ASCP or NCA is highly desirable.</td>
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<td>• Management experience in a clinical or public health laboratory setting.</td>
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<td><strong>Desirable Qualification</strong></td>
<td>• Extensive experience in clinical laboratory testing.</td>
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<td>• Extensive knowledge of diagnostic experience in bacteriology, mycobacteria and molecular methods including real-time PCR and DNA sequencing.</td>
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<td>• Working familiarity with QA/QC, lab safety and Windows based computer operations.</td>
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<td>• Working experience in a high-volume, fast-paced clinical lab environment.</td>
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See requisition # 21004233 at [https://jobs.uiowa.edu](https://jobs.uiowa.edu)
Applicable background checks will be conducted.

The University of Iowa is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, national origin, age, sex, pregnancy, sexual orientation, gender identity, genetic information, religion, associational preference, status as a qualified individual with a disability, or status as a protected veteran.