



**State Hygienic Laboratory  
Diagnostic and Clinical Division  
Newborn Screening Clinical Lab Manager  
Ankeny, Iowa Facility**

University Classification: **Clinical Lab Manager**

Job Code: **PHA5** Pay Level: **6A**

Position #: **NEW** Org/Dept/Sub-dept #: **90-9050**

Position Reports to: **Wade Aldous** **00012935**  
Name Position #

**Position Specific Summary:**  
The University of Iowa is seeking a Manager for the Newborn Screening (NBS) Laboratory, located at the Branch Laboratory of The State Hygienic Laboratory, in Ankeny Iowa. This is a [CLIA](#) certified laboratory. Under minimal supervision the Newborn Screening Clinical Lab Manager, will oversee the planning, implementation, coordination, monitoring and evaluation of resources and activities of the NBS Laboratory. This position directs the daily operations of the unit, provides direct supervision to lab supervisory staff, and monitors quality control and quality assurance. This role will be required to work occasional weekends and holidays.

**Work Location: Ankeny, Iowa**

**Key Areas of Responsibilities and Specific Job Tasks**

Classification Key Areas of Responsibility	Specific Job Duties and Tasks
<b>Technical Laboratory Capability</b>	<ul style="list-style-type: none"> <li>• Expert knowledge in medical screening concepts and theory.</li> <li>• Develop and validate new test methods and algorithms for purposes of population based medical screening</li> <li>• Apply advanced knowledge of complex diagnostic tests, including the scientific principles of the methodology and its application to patient care.</li> <li>• Coordinate a variety of difficult and complex test systems using standard clinical laboratory techniques.</li> <li>• Develop procedures for new tests or programs and modify existing systems.</li> </ul>
<b>Instrumentation and Technology</b>	<ul style="list-style-type: none"> <li>• Expert knowledge in medical screening concepts and theory.</li> <li>• Evaluate and recommend new technology, equipment and instrumentation for testing purposes and new test development.</li> <li>• Direct validation of new technology and performance of new instrumentation.</li> </ul>
<b>Data Analysis, Reporting and Documentation</b>	<ul style="list-style-type: none"> <li>• Prepare manuscripts for publication in peer reviewed journals.</li> <li>• Analyze data for trends and significance and prepare reports.</li> <li>• Write and review technical/research and development standard operating procedures.</li> <li>• Write project and validation plans.</li> <li>• Identify and develop protocols for research activities.</li> </ul>
<b>Quality Control / Quality Assurance / Quality Improvement/Quality Assessment</b>	<ul style="list-style-type: none"> <li>• Provide guidance to troubleshoot technical issues involving equipment and testing procedures.</li> <li>• Review all nonconforming events (NCEs).</li> <li>• Participate in root cause analysis</li> <li>• Assure that new programs and initiatives comply with accrediting and regulatory agencies and organizational rules and policies.</li> <li>• Serve as consultant for quality issues and analyze emerging trends.</li> </ul>
<b>Outreach and Communication</b>	<ul style="list-style-type: none"> <li>• Provide technical and consultation to state partners for expansion of state NBS programs.</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist states in moving legislation and policies forward to support implementation of new disorder screening</li> <li>• Design and deliver presentations to instruct, guide and enhance NBS activities.</li> <li>• Participate on state advisory committees from multiple states and the advisory board of the regional Heartland Collaborative (8 states).</li> <li>• Provide technical advice and consultation to internal/external partners.</li> <li>• Design and deliver presentations for technical and non-technical groups.</li> <li>• Provide advice on testing strategies.</li> <li>• Translate research findings and apply new scientific/technical developments and theories to laboratory testing.</li> </ul>
<b>Compliance / Administration</b>	<ul style="list-style-type: none"> <li>• Actively seek funding opportunities and partnerships from external sources.</li> <li>• Assume responsibility for scientific progress and development within programs in areas of expertise.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Direct the work activities of supervisory staff in the NBS Laboratory</li> <li>• Develop and implement policies and practices of a culture that supports employee engagement in the workplace.</li> <li>• Investigate, interpret, and implement complex HR policies and procedures.</li> </ul>
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>• May hire, develop, and manage the performance of staff; assure staff is complaint with UI policies and procedures.</li> <li>• Ensure that staff are approved to perform high complexity testing, appropriately trained, and maintain documentation of competency.</li> </ul>
<b>Financial Responsibility</b>	<ul style="list-style-type: none"> <li>• Assist in budget development and provide projections and recommendations.</li> <li>• Prepares and manages purchasing, maintenance contracts, and the development of a Section budget and Capital Equipment Procurement Plan.</li> <li>• Ensures purchases, delivery, and inventory for adequate supplies are made to meet testing needs.</li> <li>• Coordinates recommendations for staffing and instrumentation needs.</li> </ul>

### Universal Competencies

<b>Collaboration/Positive Impact</b>	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.
<b>Diversity, Equity and Inclusion</b>	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.
<b>Service Excellence/Customer Focus</b>	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.

### Technical Competencies

<b>Clinical Laboratory Testing</b> (Expert/Leader)	<ul style="list-style-type: none"> <li>• Designs standard procedures to ensure the accuracy and timeliness of clinical laboratory testing.</li> <li>• Advocates the design of advanced equipment and methodologies for clinical laboratory testing.</li> <li>• Elaborates on prior experiences with legal and safety issues for effective laboratory testing.</li> <li>• Leads in the establishment of best practices for clinical laboratory testing.</li> <li>• Monitors industry trends and direction for clinical laboratory testing.</li> <li>• Generalizes on past and future innovations of clinical laboratory testing.</li> </ul>
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<b>Laboratory Equipment Operation</b> (Expert/Leader)	<ul style="list-style-type: none"> <li>• Designs laboratory equipment to better conduct quantitative and qualitative analyses.</li> <li>• Contributes to laboratory equipment performance improvement standards.</li> <li>• Leads in developing strategies for safe, reliable, and effective laboratory equipment operation.</li> <li>• Constructs improved policies and procedures for near-miss reporting.</li> <li>• Prepares reports that champion the value and use of more effective laboratory equipment to financial decision-makers.</li> <li>• Monitors laboratory equipment trends and developments in diverse environments.</li> </ul>
<b>Laboratory Practice Quality Assurance (LPQA)</b> (Expert/Leader)	<ul style="list-style-type: none"> <li>• Designs LPQA processes in line with laboratory practice strategies.</li> <li>• Champions the use of new technologies to improve the quality of lab practices and reduce organizational costs.</li> <li>• Establishes industry norms, standards and guidelines for LPQA.</li> <li>• Discusses future developments in LPQA qualification protocols, assessment and specifications.</li> <li>• Stays abreast of LPQA trends and makes recommendations to the organization accordingly.</li> <li>• Develops a theoretical understanding of LPQA and mentors on issues and considerations.</li> </ul>
<b>Laboratory Results Reporting</b> (Extensive)	<ul style="list-style-type: none"> <li>• Evaluates the costs and benefits of various techniques (e.g. electronic health record (EHR), fax LRR) in LRR.</li> <li>• Optimizes the use of multiple reporting techniques to improve the functionality of LRR.</li> <li>• Advises on information transmission and storage safety to improve the security of LRR.</li> <li>• Formulates organizational standards and other relevant guidelines for LRR operations.</li> <li>• Teaches on the importance of following best practices in LRR.</li> <li>• Directs the application of new LRR systems (e.g. EHR/LRR) to reduce the operational budget.</li> </ul>

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 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, troubleshoots; 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

Education or Equivalency Required	Master's degree in a chemical, physical, biological, clinical laboratory science, or medical technology from an accredited institution with at least five years of laboratory experience in high complexity testing.
Required Qualification	<ul style="list-style-type: none"> <li>• In accordance with CLIA regulations, an official or copy of an official, transcript will be required prior to an offer of employment. (Applicants with degrees from foreign institutions must have the transcripts evaluated by a member of the National Association of Credential Evaluation Services <a href="http://www.naces.org/">http://www.naces.org/</a> and the applicant is responsible for all costs associated with that evaluation).</li> <li>• Three to five years newborn screening or clinical chemistry laboratory experience.</li> <li>• Demonstrate excellent communication, interpersonal, and relationship management skills.</li> <li>• Three or more years direct supervision of laboratory staff.</li> <li>• Demonstrate the 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.</li> <li>• Demonstrated project management experience.</li> <li>• Demonstrate high proficiency with Microsoft Office software.</li> <li>• Demonstrate knowledge of qualitative and quantitative analytical chemistry; quality assurance programs; enzymatic assays; method validation; mathematical functions and ratios; laboratory safety and handling of chemicals, biological samples and laboratory equipment; newborn screening blood collection techniques and precautions; Federal CLIA, OSHA and state governmental standards and regulations.</li> <li>• Possession of a valid state or commercial driver's license, and the ability to meet University Fleet Safety Standards.</li> </ul>
Highly Desirable Qualification	<ul style="list-style-type: none"> <li>• PhD in Chemistry, Microbiology, Molecular Biology, Clinical Lab Science, Biology, or related field.</li> <li>• Demonstrated experience with developing and publishing peer-reviewed scientific manuscripts.</li> <li>• Demonstrated experience with writing proposals and contracts and securing funding.</li> <li>• Demonstrated experience in having responsibility for all aspects of a research grant or contract, including budget, expenditures and agency reporting.</li> <li>• Knowledge of UI policies, procedures and regulations.</li> </ul>
Desirable Qualification	<ul style="list-style-type: none"> <li>• Experience in performing analytical troubleshooting, root cause analysis, and implementation of corrective actions to improve test procedures and instrument functionality.</li> <li>• Experience with analyzing and interpreting HPLC data, isoelectric focusing, mass spectrometry or DNA sequencing technologies.</li> <li>• Preference will also be given to individuals with management experience working in a newborn screening clinical laboratory and possessing knowledge of newborn screening assays and instrumentation.</li> </ul>

See requisition # 22004420 at <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.