



JOB TITLE : Laboratory Director

DEPARTMENT : Main Branches

REPORTS TO : Group Medical Director

LIAISES WITH : All Lab Staff

RESPONSIBLE FOR : The lab director is responsible for the overall operation and administration of the laboratory; also he is responsible for technical and scientific oversight of the laboratory.

JOB SUMMARY:

He / she is responsible Under medical direction, to plan, organize, coordinate and administer the technical and administrative operations of the Lab. Also, he is responsible for scientific oversight of the laboratory.

DUTIES AND RESPONSIBILITIES:

1. Develops plans and administers the technical and administrative activities of the lab.
2. Determines and analyzes laboratory operating costs.
3. Plans for the effective and efficient scheduling and utilization of personnel resources, equipment and supplies.
4. Prepares the lab budget, controls expenditures and inventory.
5. Manages the Quality Assurance Program, reviews standards and quality control of technical procedures and monitors records for all quality control and proficiency testing.
6. Assess the value of new procedures, products and equipment for utilization by the laboratory.
7. Recommends on the selection of laboratory equipment and supplies.
8. Maintains liaison with customers, Governmental and non-governmental, technical and administrative agencies and organizations.
9. Evaluates the performance of subordinate employees.
10. Plans, administers and enforces appropriate policies, procedures and practices regarding fiscal management, billing and collections.
11. Selection of test methodology appropriate for the clinical use of the test results.
12. Identifying training needs and assuring that each individual performing tests receives regular in-service training and education appropriate for the type and complexity of the laboratory services performed.



13. Specify, in writing, the responsibilities and duties of each consultant and each person, engaged in the performance of the pre-analytic, analytic and post-analytic phases of testing.
14. Implement and maintain CME program.
15. Maintains a complete record for every employee and monitor the validity of the employee licenses and documents.
16. Monitor the renewal of the branch licenses and the updating of the data for the Labor office, Passport office and Social insurance, in cooperation with Human Resources Dept.
17. Ensure that:
 - The physical plant and environmental conditions of the laboratory are appropriate for the testing performed and provide a safe environment in which employees are protected from physical, chemical, and biological hazards.
 - The establishment and maintenance of acceptable levels of analytical performance for each test system.
 - Consultation is available to the laboratory's clients on matters relating to the quality of the test results reported and their interpretation concerning specific patient conditions.
 - The Lab is adequately prepared for inspections and accreditation surveys.
 - There is appropriate handling of patient complaints and interacts with patients to address concerns regarding laboratory issues.

QUALIFICATIONS EDUCATION:

Education:

- M.D. clinical and chemical pathology. (Preferred).
- MSC clinical and chemical pathology.
- M.B.B.CH.

Certification / Licensures:

- Certification as a Laboratory consultant by SCHS.
- MOH license as Lab consultant. (Preferred) or specialist.

PROFESSIONAL WORK EXPERIENCE:

- Good experience in clinical microbiology, immunology, hematology and clinical chemistry for 5 years.
- Good experience in Lab. Quality control and management.
- Lab director for more than 3 years.

Duty hours are required to accommodate changing business needs