

**OLIVE VIEW-UCLA MEDICAL CENTER
DEPARTMENT OF PATHOLOGY
POLICY & PROCEDURE**

**NUMBER: 1474
VERSION: 3**

SUBJECT/TITLE: ADM 06.0: DUTIES OF THE LABORATORY DIRECTOR

POLICY: The Director of Pathology laboratory is a member of the Medical Staff and is certified by the American Board of pathology in Anatomical and/or Clinical Pathology.

PURPOSE: Define the duties of a laboratory director.

DEPARTMENT: PATHOLOGY

POLICY: Director responsibility/authority:

- The overall direction of the Anatomical and/or Clinical Pathology, POCT & an oversight on Blood Gas Lab services and the pathology laboratory personnel.
- Provision of appropriately trained supervisory and technical staff and the identification of their responsibilities.
- Personal on-site assessment of physical and environmental conditions and the adequacy of staffing on a periodic basis.

Director Responsibility - New Method Validation/Verification

- The laboratory director ensures that the performance specifications for new tests, instruments, and methods introduced to the laboratory have been properly validated or verified prior to being used for patient testing.
(*see Attachment 1: ADM 6.0 F1*).
- Reviews and approves new or substantially revised policies & procedures & IQCP.
- Approves written procedures for the collection of specimens, reviews and evaluates the quality of the laboratory's work and, in conjunction with section supervisors, reviews test procedures and results.

Director Responsibility – Effective Quality Management

- The laboratory director ensures an effective quality management program for the laboratory.

Director Responsibility – Interim Self-Inspection

- The laboratory director ensures that a thorough interim self-inspection is

SUBJECT/TITLE: ADM 06.0: DUTIES OF THE LABORATORY DIRECTOR

Policy Number: 1474

Page Number: 2

performed and all deficiencies are corrected in a timely manner.

Director Responsibility - PT/QC

- The laboratory director ensures that proficiency testing, alternative assessment, and QC procedures are sufficient for the extent of testing performed in the laboratory.

Director Responsibility - Consultations & Communications

- Available to render administrative decisions to provide consultation concerning medical significance of pathology laboratory results and assists in obtaining other required professional consultations.
- Has a working relationship with the Medical Staff, Hospital Administration, the DHS Administration and other departments and services.

Director Responsibility – Anatomic Pathology Education & R&D

- Plays an active role in the In-service Education Program of the hospital and participates in Medical Staff Functions and on Committees.
- Participates in In-services Education Programs of the Department of Pathology.
- Performs functions pertaining to patient service mainly Anatomic Pathology.
- The laboratory director ensures provision of educational programs, strategic planning, and research and development appropriate to the needs of the laboratory and institution.

Director Responsibility - Personnel

- The director is responsible for the qualifications and performance of the pathology laboratory staff (*see Attachment 2: Guide to CAP Personnel Requirements by Testing Complexity*).
- Assures that the personnel have proper education, training and experience to perform technical procedures required.
- Assures that tests outside the scope of education, training and experience of the personnel are not performed.

Director Responsibility - Safe Environment

- The laboratory director ensures implementation of a safe laboratory environment in compliance with good practice and applicable regulations.

Director Responsibility – Delegations of Functions

- Based on Medical Staff policy, the Director designates those non-physician personnel qualified and authorized to perform venipuncture and skin puncture.
- Based on the organizational plan of the Department designates a Physician Specialist to oversee Blood Transfusion Service.

SUBJECT/TITLE: ADM 06.0: DUTIES OF THE LABORATORY DIRECTOR

Policy Number: 1474

Page Number: 3

- Delegates review of proficiency testing performance to Laboratory Quality Control Coordinator &/ section supervisor including Supervising Clinical Laboratory Scientist II, Supervising Clinical Laboratory Scientist I, Clinical Laboratory Scientist II, and Tissue Analysis Tech Supervisor I, Clinical Microbiologist II.
- The following job titles may be delegated tasks additional tasks as specified by the Laboratory Director: Supervising Clinical Laboratory Scientist II, Supervising Clinical Laboratory Scientist I, Clinical Laboratory Scientist II, and Tissue Analysis Tech Supervisor I, Clinical Microbiologist II.
 - Review of QC data
 - Proficiency testing performance
 - Competency assessment
 - Test methodology performance studies

Director Responsibility - Interaction with Government or Regulatory Interaction

- The Director or designee assures that the department interacts or complies with all applicable Federal, State and Local laws.

Director Responsibility - Equipment/Services

- The laboratory director or designee is directly involved in the selection of all laboratory equipment, supplies, and services with respect to quality.

New Director - Procedure Approval

- Following a change in laboratory directorship, the new laboratory director approves the laboratory policies and procedures over a reasonable period of time.

DATE	REVISION MADE	BY:	REV:
4/5/2010	Changed Policy Number (ADM 6.0) and put in PPM format.	Julie Foley	ADM 6.0
12/12/2019	Included job titles in Delegation of Functions.	John Agaton	ADM 6.0 v2

SUBJECT/TITLE: ADM 06.0: DUTIES OF THE LABORATORY DIRECTOR

Policy Number: 1474

Page Number: 4

References: College of American Pathologist Checklist 8.21.2017 Ed.	
Approved by: Armine Baltayan (Interim Laboratory Director), Deepthi Karunasiri (Co-Director of Clinical Pathology)	Review Date: 4/2/10, 9/11/2011, 12/12/2019
Review Dates: 12/12/2019	
Next Review Date: 12/12/2021	Revision Date: 3/8/2005, 4/5/2010, 12/12/2019
Distribution: Administration (Pathology), Medical Administration	
Original Date: 2/19/1993	