

LABORATORY SERVICES SUPERVISOR JOB DESCRIPTION

DUTIES AND RESPONSIBILITIES:

The Laboratory Services Supervisor's responsibilities include, but are not limited to, the following:

- Hire and supervise assistant supervisor, research technicians and PRN lab staff.
- Verify and sign staff time sheets.
- Responsible for full time and PRN staff evaluations.
- Coach and mentor employees.
- Project staffing needs in advance to assure adequate staffing for all studies.
- Schedule staff in the most cost-efficient manner while still meeting subject safety, study timelines and staff comfort.
- Cover study procedures or shifts as needed.
- Train PRN, part-time and full-time staff on laboratory procedures.
- Ensures all required training is completed and thorough documentation is on file before any supervised employee performs any job-related duties.
- Update and create DOPs related to laboratory procedures as needed.
- Responsible for ordering all lab supplies and lab equipment except medications.
- Preparation and quality control of all laboratory logs created: Blood Harvest Logs, Urine Monitor Logs, Urine Process Logs, Shipping Logs, Labels, etc.
- Set up mock trials to work out logistical issues for study specific protocols.
- Ensure that the laboratory runs smoothly and procedure areas are clean and uncluttered.
- Ensure all study samples are packaged and shipped per protocol as well as IATA regulations.
- Maintain shipping schedule and staff appropriately for shipping needs.
- Complete all necessary training including SOPs, DOPs, skill verification, continuing education, and maintaining required certifications.
- Ensure that pollen counts are performed as needed for each protocol or at least 4-5 times per week. Neat and organized documentation of these counts must be maintained and made available for all coordinators.
- Maintain temperature and humidity logs for all specified areas on a daily basis.

EDUCATION AND EXPERIENCE:

Associates degree, bachelors preferred and at least 2 years of clinical research experience in the laboratory area and supervisory experience

INITIATIVE, JUDGMENT AND COMPLEXITY:

The Laboratory Services Supervisor is responsible for planning staffing, equipment and supply needs for clinical trials. They are responsible for working with the scheduling department to ensure proper coverage during the study. Must be able to follow written and verbal communication and be punctual. **Must have flexible hours.**