

RUSH MEDICAL LABORATORIES

JOB DESCRIPTION

Job Title: MEDICAL TECHNOLOGIST III Quality Assurance Technologist in the Blood Center

Department: RUSH MEDICAL LABORATORIES Cost Center: 3500

Job Class: 5823 Job Grade: 11 FLSA Status: SALARIED

EDUCATION:

- Bachelors' degree from an accredited college or university in a scientific or health care field required. Master's degree from an accredited college or university in a scientific or health care field preferred.
- Must be certified Medical Laboratory Scientist or Medical Technologist and a Specialist in Blood Banking through the American Society for Clinical Pathology.

EXPERIENCE

- 3-5 years' experience in hospital or related health care environment with experience in transfusion medicine including administration of blood products
- Experience in the participation with CAP, AABB and FACT inspections
- 1-3 years of training or teaching experience preferred
- Quality assessment, process improvement and/or project management experience a plus
- Training in Lean, Six Sigma, or other process improvement a plus

SKILLS AND KNOWLEDGE

- Extensive knowledge in the quality systems essentials, AABB, CAP, FDA and CLIA standards/regulations.
- Demonstrate ability to constantly improve the quality standards
- Knowledge of transfusion practice and related processes
- Familiarity with hospital and laboratory information systems and patients' medical records (both paper and electronic)
- Demonstrate excellent interpersonal, verbal and written communication skills
- Ability to communicate with and relate to all levels of the hospital health care team
- Proven analytical and problem solving skills with attention to detail and ability to work independently
- Demonstrate ability to effectively lead/manage projects in a team setting
- Ability to prioritize, organize, manage, and complete multiple tasks within designated deadlines, with the ability to shift priorities with little advanced notice
- Computer skills including word processing, electronic spreadsheets, and other database software programs
- Proficient in data analysis

MAJOR RESPONSIBILITY

Under the direction of the Blood Center Manager and Medical Director, the Quality Assurance Technologist is responsible for supporting and enhancing the activities and effectiveness of the Blood Center and Hematopoietic Stem Cell Laboratory Quality Plan. This position will plan and conduct high-level compliance audits and coordinate all aspects of validation, including new equipment and new or revised processes and procedures. This position serves as a resource for the lab manager in the development and execution of validation plans, validation of conclusions and summations. This position will maintain the Blood Center Quality Plan and ensure that it is current with regulatory and accreditation requirements. This position will develop and provide quality principles training to management and staff to develop the quality focus within the department.

Other responsibilities include but are not limited to:

- Establish, track, audit and analyze key quality metrics within the Blood Center for ongoing process improvement
- Maintain current knowledge on published standards, guidelines, and literature on the use of blood and blood components
- Prepare ongoing gap assessments to identify areas for improvement and to ensure compliance with the most recent standards.
- Lead quality system activities such as root cause analysis, corrective action planning, and process improvement development.
- Lead the investigation of internal errors and accidents and report to laboratory director, medical director, and transfusion committee
- Oversee the completion of look-back investigations and biologic market withdrawals and guide reporting of blood product deviations to the FDA
- Collaborate with the RUMC Office of Risk Management to review external errors and assist in process improvement as appropriate.
- Maintain all records required by AABB, FDA, FACT, and other accrediting agency standards, including audit data forms.
- Coordinate hemovigilance reporting.
- Assist the Blood Center with the education of rotating Medical Laboratory Science students, Pathology Residents, and Hematology Fellows to include:
 - Assign tasks to above students to assist in various responsibilities, such as blood inventory management, blood utilization review, standards of applicable regulatory and accrediting agencies, look back investigations, performance of audits, and error or deviation investigation.
 - Teach pathology residents regarding various topics related to the position responsibilities.