

**Bring Your Passion to the Forefront:
Manager, Clinical Microbiology & Immunology Laboratory**

Join one of the nation's most comprehensive academic medical centers, University of Chicago Medicine, as the Laboratory Manager, Clinical Microbiology & Immunology. In this role, you are responsible for planning, organizing, and managing all technical and administrative aspects for clinical microbiology and immunology processing and testing in a high-complexity laboratory that processes greater than 350,000 billable units per year. This includes supervision of technical and non-technical personnel, management of financial performance including operating and capital budget preparation, implementation and oversight of procedures, workflow, methods and instruments to ensure and improve patient care and quality. The Clinical Microbiology & Immunology laboratories uses leading edge technology including MALDI-TOF, FilmArray Torch, and the BioPlex system.

Responsibilities include:

- Manages clinical laboratory technical operations and non-technical support services.
- Supervises technical and non-technical support staff.
- Manages financial performance. Prepares operating and capital budget submissions in consultation with the Section Director and Laboratory Administration. Maintains workload records, completes financial and operational analyses and oversees financial compliance (revenue, workload, expense).
- Ensures compliance with all regulatory requirements as well as institutional policies and procedures to maintain laboratory licensure and accreditation status. Ensures the Laboratory is prepared for all internal and external inspections. In conjunction with the Section Director is responsible for compliance with the quality assurance program for the section.
- Evaluates new instruments, products, procedures and methods and makes recommendations to the Section Director concerning the acquisition of equipment or changes in operation.
- Ensures appropriate operation of all equipment. Ensures that quality control monitoring and preventive maintenance of this equipment is completed and documented as outlined in laboratory procedure manual.
- Performs other duties as requested by laboratory leadership.

You'll thrive in this position if you:

Create Value – you gather insights into what creates value; promote ongoing evaluation of the patient and customer circumstances, expectations and needs. You determine the processes, systems and behaviors that directly impact how the patient and customer feel. You proactively improve, through one's role, the patient and customer experience; consistently positions the value of UCMC so the patient and customer recommend us to their family, friends and community.

Develop Talent – you seek and use feedback and other sources of information to identify appropriate areas for developing skills and knowledge in self and others; attracts top talent within and outside the organization. You identify and participate in an appropriate variety of developmental activities. You

work at achieving a mastery of technical and professional discipline. You put new knowledge, understanding and skill to use on the job; advances learning through continuous improvement; proactively teaches others; retains top talent.

Deliver Results – you identify issues, problems and opportunities; proactively recognize the need for improvement. You work with others to develop a sense of common purpose; understand different perspectives on issues; gathers and examines information available. You generate alternatives - Create relevant options, including financial and resource implications, for addressing problems and opportunities. You select appropriate action - Formulate clear decision criteria; evaluates options by considering implications and consequences; chooses an effective option. You commit to implementation and work with a sense of urgency and a bias for action to implement the decision.

Required Qualifications:

- Minimum qualifications must satisfy CLIA88 requirements for a technical supervisor.
- Bachelor's degree from an accredited college or university in biology or other laboratory science (medical technology, biochemistry, chemistry or related scientific field), with formal business training preferred. Master's degree strongly preferred.
- Certification or eligibility as medical technologist (MT) or specialist through American Society of Clinical Pathologists (ASCP), or equivalent.
- At least seven years' experience in the Clinical Microbiology laboratory; with a minimum of five years at the supervisory level.
- High degree of computer literacy, including statistical and network applications; Knowledge and ability to use laboratory/hospitals information systems. Proven ability to use computers for data entry, data retrieval, word processing, database, spreadsheet, e-mail, statistical and network applications.
- Ability to write laboratory procedures and policies.
- Demonstrated ability to supervise, teach, train personnel.
- Knowledge and ability to use automated and conventional laboratory equipment.
- Fiscal management experience including budget preparations, reporting and financial analysis.
- Excellent interpersonal skills; ability to act in a professional manner with individuals at all levels.

Why Join Us:

We've been at the forefront of medicine since 1899. We provide superior healthcare with compassion, always mindful that each patient is a person, an individual. To accomplish this, we need employees with passion, talent and commitment... with patients and with each other. We're in this together: working to advance medical innovation, serve the health needs of the community, and move our collective knowledge forward. If you'd like to add enriching human life to your profile, The University of Chicago Medicine is for you. Here at the forefront, we're doing work that really matters. Join us. Bring your passion.

Bring your career to the next level at a hospital that is thriving; from patient satisfaction to employee engagement, we are at the Forefront of Medicine. Take advantage of all we have to offer and #BringYourPassiontotheForefront,

University of Chicago Medicine is growing; discover how you can be a part of this pursuit of excellence at: www.uchospitals.edu/jobs

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