

## MAC Clinical Research

### JOB DESCRIPTION

**NAME:**

**JOB TITLE:** *Clinical Pathology Services Manager*

**REPORTS TO:** *Vice President of Clinical Operations*

**FOCUS OF THE JOB:** *Provide Clinical Pathology Laboratory services across the range of on-site pathology disciplines, data collection and reports for Clinical Samples relating to clinical studies. To be responsible for Quality Management in the Laboratory.*

**KEY SKILLS, KNOWLEDGE AND QUALIFICATIONS REQUIRED:**

*Honours Degree in Biomedical Science or equivalent which would allow individual to be eligible for Associate Membership of the Institute of Biomedical Science*

*Biomedical Scientist HCPC registration*

*Experience in maintaining a QMS*

*In depth knowledge of clinical testing procedures and applicable laboratory testing regulations*

*Substantial management performance across a clinical team.*

*Knowledge of relevant regulatory guidelines and requirements*

**RESPONSIBILITIES (including staff):**

**MANAGEMENT**

- Ensure efficient allocation of work to laboratory staff.
- Schedule and resource appropriately to ensure work can be provided in a timely manner.
- Ensure tests are carried out in a timely manner and in accordance with SOPs and regulatory requirements,
- Ensure data produced by the laboratory is accurate and timely.
- Authorise laboratory reports.
- Develop supporting staff skills, encourage growth and provide regular performance feedback.
- Responsible for supervision of the laboratory processes.
- Participate in scientific review for new study requests, provide pathologist expertise and input for the study requirements as and when required.

**QUALITY**

- Responsible for the Quality Management and QMS system with the laboratory.
- Development of SOPs for all laboratory functions.

- Ensure that the highest standards of quality and customer service are maintained. Collaborate with Quality Assurance staff on development and implementation of effective programs. Monitor outside proficiency testing program as required; take corrective action promptly when results are unsatisfactory.
- Ensure continued accreditation with UKAS.

## **COMMERCIAL**

- Keep abreast of new technical developments. Implement new tests, equipment, programs and/or procedures in the department as needed. Lead continuous improvement initiatives to increase quality of services and operational efficiency
- Primary liaison with clients and customers for clinical pathology queries.
- Assist in commercial development of MAC Clinical Pathology offering.
- Liaise with Vice President Clinical Operations to ensure that services will meet the current and future needs of MAC.

## **GENERAL**

- Manage work in accordance with established timelines, budget, quality standards and contractual requirements.
- Compliance with MAC health and Safety policy
- Compliance with MAC policy on equality and diversity
- To maintain professional qualifications required for the role, including continuous personal development
- To work to the requirements of SI 2004 no 1031 and amendments thereof, which includes Good Clinical Practice
- To work according to MAC SOPs, guidelines and policies
- To work according to current data protection standards and practice good information management. Maintenance of strict confidentiality of patient and business related data.
- To maintain a high level of initiative and personal responsibility, liaising appropriately with team members and managers to ensure your job role is efficiently carried out
- To support the aims of MAC and to represent MAC appropriately in a professional way to all our customers

## **PHYSICAL, WORK ENVIRONMENT, TRAVEL DEMANDS:**

- Flexible working practices (shifts) as required
- Potentially long periods standing.
- Dealing with bodily fluids.
- Long periods looking at a computer screen.
- Meeting deadlines and working within strict timelines.
- Ability to travel if required.

***LIMITATIONS AND DISCLAIMER***

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

Employees signature..... Date.....

Head of Department signature..... Date.....