Valley Medical Laboratories

Job Posting

**Department:** Administrative

**Position:** Quality Manager

**Reports to:** General Manager and Medical Director

**Hours of Work:** 37.5 hours per week

**Position Summary:** To develop and maintain a quality management system for Valley Medical Laboratories and to provide leadership and guidance to all staff with regards to quality

**Education:** Applicants should have at least one of the following credentials (BSc, BMLSc, MD, PhD, RT, MT)

**Experience:** 3 years of work experience in a medical laboratory setting is strongly recommended.

Experience in chemistry, hematology, microbiology, and sample collection considered an asset

**Skills/Qualifications:**

- Computer literacy required
- Effective time management skills
- Proven ability to coach and direct staff
- Effective verbal and written communication skills
- Effective problem-solving skills
- Ability to work as part of a team or independently when required

**Duties and Responsibilities**

- Oversee the quality management system (QMS)
- Design the QMS in accordance with accreditation and licensing requirements
- Monitor the QMS to ensure compliance to policies and procedures
- Educate staff on the QMS
- Implement and maintain the Omni-Assistant Quality Management Software
    - Task and Log (e-form), workflow optimizer
    - Document control and Policy Management
    - Equipment and Rooms Management
    - Control Point Management
    - Nonconformities and CAPA
    - Client complaint and Service Management
    - Risk Management
    - Competency and Learning Management System
    - Inventory Management

- o Inspections and Audits Management
- o Test Directory
- Analyze data to identify quality indicators
- Maintain internal audits program
- Assist in organization of accreditation programs (DAP, ISO)
    - o Ensure compliance to all accreditation requirements
- Prepare management reports
- Participate in provincial quality initiative meetings
- Participates in Team Lead meetings
- Perform other duties as required

**Management Reserves the right to revise this job description as required**