

December 14, 2018

University of Florida
College of Veterinary Medicine

Executive Director of UF Veterinary Diagnostic Laboratory
Position Description

The University of Florida (UF) College of Veterinary Medicine (CVM) is recruiting for an Executive Director of the UF Veterinary Diagnostic Laboratory (UFVDL). The Director of the UFVDL is responsible for the overall operation and administration of the laboratory. This position is ultimately responsible that all lab operations comply with and operate according to the American Association of Veterinary Laboratory Diagnosticians (AAVLD) requirements. The Director is responsible for working with the Service Chiefs and Lab Managers in the establishment, implementation and oversight of the Quality Management System to ensure that the laboratory provides accurate and reliable test results. Additionally, he/she directs the long-range strategic planning, operations, and/or administrative activities in the UFVDL which may include Anatomic Pathology Services, Clinical Pathology Services, Immunology/Serology, Parasitology, Microbiology and Laboratory Information Technology. The Director is also responsible for ensuring development of new services and methodologies and assisting state and federal animal regulatory agencies in the control of animal infectious diseases. The Director will provide public service through supporting the agricultural community and the companion animal owning public and will serve as the professional contact for consultation, diagnosis and investigation of animal disease problems submitted to the laboratory by veterinarians, animal producers and animal owners. The Director will be highly visible and actively involved serving as a liaison between UFVDL and USDA's National Veterinary Services Laboratory (NVSL), AAVLD and NAHLN. The position reports to the Associate Dean for Clinical Services.

Essential Functions

Operations Management (40%)

- Responsible for overall management and professional development of lab employees
Responsible for recruitment, interviewing and hiring new laboratory personnel and for providing performance evaluations to current staff. The establishment and maintenance of a training program relevant to the present and anticipated needs of the laboratory.
- Responsible for equipment and facilities planning, budget preparation, regulatory compliance, contract negotiation for equipment maintenance and supplies
- Works in conjunction with staff, vendors and hospital management in the resolution of problems involving equipment, service, communications and support systems.
- Oversees the use of appropriate test methods and related procedures for all animal disease diagnostic testing activities. Identify opportunities for new test methods/instrumentation. Provides clinical consultation and medical oversight as needed
- Establishes and maintains safety, biosafety, biocontainment and biosecurity programs relevant to present and anticipated needs

Quality Assurance (35%)

- Reviews and approves all Quality Assurance procedures and ensures that the Quality Management System is appropriate the scope of its activities, including type, range and volume of testing.
- Oversight of the internal audit program. Responsible for overseeing the implementation and evaluation of performance improvement activities

December 14, 2018

- Address any Complaints/Nonconforming Events/ Corrective Actions that are not handled within a reasonable timeframe, to sufficiently address the issue or that result in continued occurrence

Administrative/ Financial (25%)

- Participates in long-term planning of management activities with the Associate Dean for Clinical Services.
- Evaluates demographic trends, clinical needs, fee schedules and performs cost analysis
- Budgetary responsibilities to the laboratory has sufficient resources to meet the requirements for accreditation, including personnel, equipment and supplies.
- Responsible for coordinating all laboratory information systems and their integration with the electronic medical record, billing system and other laboratory IT needs.

Additional Responsibilities

- Promotes a collegial work environment
- Promotes a high quality standard
- Uphold the mission and values of the College of Veterinary Medicine

Minimum Qualifications

- DVM (or equivalent degree) and advanced degree in relevant field of study + 6 years veterinary diagnostic laboratory or relevant work experience + 6 years directing /supervising experience. Experience could include practice management, regulatory/policy, finance or quality management.

Preferred Qualifications

- DVM (or equivalent degree) and PhD with specialty board certification + 6 years veterinary diagnostic laboratory or relevant work experience + 6 years directing/supervising experience. Experience could include practice management, regulatory/policy, finance or quality management

Other Characteristics of the Position

- Knowledge of and experience working with and maintaining laboratory equipment/supplies
- Knowledge of and experience with computer software programs and LIMS systems.
- Attention to detail and an above average ability to maintain accurate lab records and to handle data efficiently
- Ability to work with and train others
- Ability to plan, organize and coordinate work assignments
- Ability to communicate clearly and effectively with employees, clinicians, professional staff and residents
- Ability to maintain effective working relationships with clinicians, coworkers, students, residents, and clients
- Self-motivated, positive individual

To apply follow this link to submit a cover letter, CV and list of references:

<http://explore.jobs.ufl.edu/cw/en-us/job/509412/executive-director-of-laboratory-services>

Applications will be reviewed starting **January 5, 2019** until the position is filled.