



Example of Laboratory Coordinator Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is looking for a laboratory coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for laboratory coordinator

- Perform blood draws, specimen collection, take vital signs, and perform EKG testing and able to record accordingly
- Maintain biohazard waste containers and disposal of biohazard waste in lab and exam room
- Maintain OSHA safety guidelines in laboratory department
- Maintain effective systems for project documentation
- Mentor and assist in training more junior staff, including project coordinators
- Supervises designated sections and ensures that goals and standards are in compliance with hospital standards and those of the applicable accrediting organizations
- Reviews all sectional policies and procedures annually and revises as needed
- Review all research protocols and be familiar with all projects in the lab at any given time
- Be familiar with Institutional Review Board regulatory requirements in general and for specific protocols administered in the lab
- Implement, and ensure the proper implementation of, study protocols

Qualifications for laboratory coordinator

- Demonstrated ability to keep accurate, legible records and recognize the need to handle these records and all other information in line with GCP/GLP/GDP
- Good communication skills that allow for confident interaction with all levels

- Two years of EEG work experience in acute care setting required, 3-5 years strongly preferred
- Requires protocol specific knowledge
- Good interpersonal, organizational, planning, and customer services skills