Title: Director, Quality Assurance & Education - Hoxworth

Pay Scale Group: 17

Essential Function

Under general supervision from a designated administrator, oversee and direct the coordination of regulatory compliance of blood donor operations (e.g., investigate and submit accident reports to the FDA, oversee meetings to effect internal process changes, etc.). Supervise and facilitate educational programs for students and staff.

Characteristic Duties

- Direct blood donor operations to ensure regulatory compliance with the Food & Drug Administration (FDA).
- Manage investigation of post donation information and provide date to appropriate personnel/agency.
- Develop and implement programs to maintain compliance with state and federal agencies.
- Keep abreast of state and federal regulations governing compliance.
- Develop departmental Standard Operation Procedures (SOPs) for new processes and update existing SOPs.
- Prepare and monitor budget, term contracts, purchase requests, etc.
- Prepare biological product deviation reports for FDA and other statistics.
- Oversee and facilitate educational programs for staff and students and administer necessary testing.
- Maintain professional growth, represent the University at meetings/seminars, and serve on various committees.
- May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Degree must be in Medical Technology, Biology, Chemistry, or a related field and SBB (ASCP) certification. Experience must be in clinical laboratory/blood center. Experience may also require at least one (1) years supervision.

Last updated April 2006