

## Program Manager I- Mobile Exam Unit

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### General Information

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<b>Job Title:</b>	Program Manger I- Mobile Exam Unit
<b>Job Code:</b>	
<b>Job Family:</b>	C01-Clerical & Administrative Support-General
<b>Grade:</b>	W.G15
<b>FLSA Status:</b>	Exempt
<b>Job Role:</b>	Individual Contributor
<b>Typically Reports To:</b>	Director or Professor
<b>Approval Date:</b>	
<b>Last Modified Date:</b>	04/09/2021

### Mission, Vision & Values

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UAB serves students, patients, the community and the global need for discovery, knowledge dissemination, education, creativity and the application of groundbreaking solutions. We are a leader among comprehensive public urban research universities with academic medical centers.

We expect all employees to adhere to our shared values of **Integrity, Respect, Diversity and inclusiveness, Collaboration, Excellence and achievement, Stewardship, and Accountability.**

UAB's Vision, Mission & Shared Values can be found here: <https://www.uab.edu/plan/the-plan/mission-vision-shared-values/>

### General Responsibilities

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Responsible for administratively managing a remote/ moblie program within the School of Public Health under the general direction of a Program Director/ Administrator. May participate in the development of program objectives and is responsible for achieving objectives within defined parameters set by University and/or department policies and procedures or technical principles. To establish and follow program objectives, maintain policies and procedures, serve as the liaison between the program and internal/external stakeholders. Requires the use of independent judgment to determine the best approach to accomplish objectives established in the program plan. May supervise staff as needed.

### Key Duties & Responsibilities

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1. Leads and manages the ongoing development and maintenance of the program. Manages all data-related activities to support the evaluation and implementation of the program according to an established project plan.
2. Develops protocols and procedures to standardize all data collection, safety monitoring and reporting efforts related to the program and makes recommendations on changes and objectives
3. Manages and leads all quality assurance and data/project reporting functions of the laboratory team. Directs and leads the activities of team members to support the successful implementation of the specific activities
4. Develops and manages timelines to ensure compliance requirements and recommendations throughout the funded time periods for each project. This includes adhearance to all Occupational Safety and Health Administration (OSHA) and UAB regulations with regard to the managment of a BSL II mobile laborator.

5. Operates instruments (mechanical, optical, photometric, automated, etc.) according to established test and quality control protocols. Performs and documents routine function checks and calibrations on instruments as required to assure proper operation before and during performance of tests
6. Performs and documents preventive maintenance on instruments and equipment as specified by supervisor and instrument protocols. Tests and documents quality control checks on reagents, instruments and procedures.
7. Monitoring supplies including dating and storing new reagents as received, observing expiration dates, checking new reagents before use, and maintaining reagent log and control systems, temperature logs, and maintaining all biohazard shipping supplies and logs.
8. Performs other duties as assigned.
9. Training and supervoin of part time employees, Americorp staff, independent contractors, student or interns.

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### **Minimum Requirements**

Bachelor's degree in a related field and/ or four (4) years of related experience required. Work experience may substitute for education requirement. Must be willing to travel for extended amounts of time.

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### **Licenses / Certifications / Registrations**

Currently certified with Cardiopulmonary Resucitation (CPR) required. Currently certified as a Medical Technologist (MT) by the American Medical Technologists (AMT) required. Must undergo training and certification from UAB- EHS Biosafety Courses regarding the safe management, handling, disposing and shipping of blood and body fluids within 2 weeks of hire.

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### **Supervisory Responsibilities**

No supervisory responsibility.

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### **Budget Responsibilities**

No fiscal responsibility.

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### **Knowledge / Skills / Abilities**

- Must be skilled at providing exceptional customer service
- Excellent verbal, written and interpersonal communication skills
- Ability to work independently with little or no supervision
- Ability to work independently using initiative and good judgment
- Ability to multitask
- Ability to use personal computer and related software
- Knowledge of supplies and equipment ordering and inventory control
- Process improvement and quality skills
- Ability to travel for long periods of time

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### **Patient Population Served**

School: 5 years and 1 day - 12 years  
Adolescent: 12 years and 1 day - 18 years  
Young Adult: 18 years and 1 day - 28 years  
Adult: 28 years and 1 day - 60 years  
Geriatric: 60 years and 1 day or older

### **Body Fluid Exposure**

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Category I: Typical job duties involve exposure to body fluids or tissue.

### **Physical Requirements**

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Carrying/Moving/Lifting objects up to 20 pounds

Frequently (25-75%)

### **Environmental Exposure**

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No adverse environmental conditions expected.

### **Disclaimer**

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**Please Note:** The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned to the employee as necessitated by business demands. This job description does not constitute a contract of employment or otherwise limit UAB's employment-at-will rights at any time. Employees are expected to comply with all UAB policies and procedures during their employment.