



Provincial Job Description

TITLE:
**(530) General Laboratory
Supervisor**

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Supervises technical staff and work processes of assigned disciplines of a laboratory. Performs laboratory duties associated with the detection, prevention and management of physiological and pathological conditions. Responsible for the proper performance of all laboratory procedures and reporting of test results.

QUALIFICATIONS:

- ◆ **Medical Laboratory Technology diploma**
 - **Certified by the Canadian Society for Medical Laboratory Science**
 - **Licensed and registered by the Saskatchewan Society of Medical Laboratory Technologists**
- ◆ **Bachelor's degree with a major in Chemical, Physical, Biological or Clinical Laboratory Science from an accredited institution.**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Advanced knowledge of HLA genetics, biology, serology and transplant immunology**
- ◆ **Intermediate computer skills**
- ◆ **Analytical skills**
- ◆ **Leadership skills**
- ◆ **Ability to work independently**
- ◆ **Communication skills**
- ◆ **Organizational skills**

- ◆ **Interpersonal skills**

EXPERIENCE:

- ◆ **Previous: Forty-eight (48) months previous experience in human immunogenetics, human histocompatibility and/or human transplantation immunology testing under the supervision of a director of an ASHI-accredited laboratory.**

KEY ACTIVITIES:

A. Administration / Supervision

- ◆ **Provides direct supervision of staff and students.**
- ◆ **Responsible for day supervision and oversight of the laboratory operations.**
- ◆ **Prepares, provides and maintains competency assessments for staff.**
- ◆ **Provides functional advice/technical expertise and problem solving.**
- ◆ **Prioritizes workload and schedules work flow.**
- ◆ **Provides input for performance evaluation, performance reviews and hiring.**
- ◆ **Schedules staff and maintains payroll time sheets.**
- ◆ **Researches, reviews and implements new methodologies and operational procedures.**
- ◆ **Maintains communication and information systems for designated work areas.**
- ◆ **Provides instruction/training to students and new staff.**
- ◆ **Maintains inventory, orders supplies.**
- ◆ **Researches, evaluates and recommends equipment purchases.**
- ◆ **Provides input into budget preparation and strategic planning.**
- ◆ **Works with regional laboratory groups to standardize procedures.**
- ◆ **Acts as a liaison with other departments and stakeholders.**
- ◆ **Documents workload measurement statistics.**
- ◆ **Oversees the preparation and maintenance of policies and procedures.**
- ◆ **Researches and reviews new versus existing technology and methodology.**
- ◆ **Prepares statistical reports.**
- ◆ **Develops master rotations and monthly on call schedules.**
- ◆ **Oversee and maintain regulatory compliance with the ASHI standards.**
- ◆ **Attends and participates in meetings with stakeholders and Transplant/Donor programs.**
- ◆ **Attends the National Human Leukocyte Antigen Advisory Committee meeting.**

B. Quality Assurance / Quality Control

- ◆ Establishes, maintains and monitors Quality Assurance/Quality Control programs as required by local protocols and government regulations.
- ◆ Establishes preventative maintenance programs for equipment in consultation with the manufacturer and including acceptable laboratory standards.
- ◆ Monitors instrument logs and recognizes equipment malfunction.
- ◆ Maintains, troubleshoots, and calibrates equipment according to established standards.
- ◆ Ensures ASHI standards are followed.
- ◆ Develops and maintains a comprehensive set of professional standards that promotes patient safety, evidence based practices in histocompatibility and immunogenic and utilization of technology.

C. Specimen Procurement and Analysis

- ◆ Prepares patient (e.g., identification, consent, medical condition, instruction of procedure) for specimen procurement.
- ◆ Collects, transports and prepares samples for in-house testing and/or dispatches to reference laboratories (e.g., Provincial Laboratory, TB Laboratory).
- ◆ Organizes and prioritizes specimens/tests based on urgency of request, stability of specimen and timing protocols.
- ◆ Assesses specimen integrity and maintains stability.
- ◆ Performs laboratory testing, correlates results and evaluates the validity of those results.
- ◆ Responds to critical values, unexpected results and urgent requests according to protocols and policies.
- ◆ Performs specialized testing (e.g., bone marrow, allergen testing).
- ◆ Responsible for reporting results.
- ◆ Provides consultation with requests regarding sample collection/handling.

D. Related Key Work Activities

- ◆ Performs computer work (e.g., documentation, statistics).
- ◆ Provides reception/clerical duties (e.g., answer telephone, fax, photocopy, book appointments).
- ◆ Prepares, communicates and files test results and reports.
- ◆ Cleans instruments and work area.
- ◆ Dispose of biohazardous waste, as per department procedures and policies.
- ◆ Maintains Vendor Software used for patient reporting.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: June 15, 2021