

# Provincial Job Description

TITLE: PAY BAND:

(070) Medical Laboratory Technologist I 16

## FOR FACILITY USE:

#### **SUMMARY OF DUTIES:**

Performs laboratory duties for the detection, prevention and management of physiological and pathological conditions.

# **QUALIFICATIONS:**

- ♦ Medical Laboratory Technology diploma
  - ♦ Certified by the Canadian Society for Medical Laboratory Science
  - ◆ Licensed and registered by the College of Medical Laboratory Professionals of Saskatchewan\*

# KNOWLEDGE, SKILLS & ABILITIES:

- **♦** Basic computer skills
- **♦** Analytical skills
- **♦** Ability to work independently
- **♦** Communication skills
- ♦ Organizational skills
- **♦** Interpersonal skills
- ♦ Valid drivers license, where required by the job

## **EXPERIENCE**:

♦ Previous: No previous experience.

## **KEY ACTIVITIES:**

#### A. 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, where required (e.g., bone marrow, allergen testing).
- ♦ Assists in prioritizing the utilization of blood/blood products.

## **B.** Quality Assurance / Quality Control

- ♦ Participates in Quality Assurance/Quality Control programs as required by local protocols and government regulations.
- ♦ Follows preventative maintenance programs by maintaining instrument logs and recognizing equipment malfunctions.

#### C. Clerical

- ♦ Performs computer work (e.g., data entry, back up).
- ♦ Provides reception/clerical duties (e.g., telephone, faxing, photocopying, booking appointments).
- ♦ Prepares, communicates and files test results and reports.
- **♦** Prepares statistical reports.
- **♦** Maintains inventory and orders supplies.
- ♦ Completes incident reports (e.g., unlabeled/mislabeled specimens, needle pokes).

## D. Related Key Work Activities

- ♦ Cleans, maintains, troubleshoots, and calibrates equipment according to established standards.
- ♦ Cleans instruments and work area.
- ♦ Provides occasional guidance to the primary function of others, including training.
- **♦** Provides input into capital equipment purchases.
- **♦** Provides input into policies and procedures.
- ♦ Disposes of biohazardous waste, as per department procedures and policies.
- **♦** Performs ECG's and Holter monitors.

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:
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