



Provincial Job Description

TITLE: (129) Medical Laboratory Technologist II **PAY BAND:** 18

FOR FACILITY USE:

SUMMARY OF DUTIES:

Performs laboratory duties for the detection, prevention, and management of physiological and pathological conditions. Coordinates/leads technical staff and work processes of a laboratory or laboratory discipline/subsection.

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

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Analytical skills
- ◆ Ability to work independently
- ◆ Leadership skills
- ◆ Communication skills
- ◆ Organizational skills
- ◆ Interpersonal skills
- ◆ Valid drivers license, where required by the job

EXPERIENCE:

- ◆ **Previous: Twenty-four (24) months previous discipline-specific experience to consolidate knowledge and skills.**

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 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.
- ◆ Reviews abnormal test results.
- ◆ Performs internal audits and assists in determining corrective action.

C. Administration / Coordination

- ◆ Coordinates/directs technical staff and work processes of a particular area or subsection of the laboratory.
- ◆ Schedules staff and checks payroll records.
- ◆ Provides functional advice/technical expertise and problem solving.
- ◆ Prioritizes work load and schedules workflow.
- ◆ Provides input into and reviews policies and procedures.
- ◆ Researches, evaluates and purchases equipment.
- ◆ Acts as a liaison with other departments.

- ◆ Provides input into budget preparation and strategic planning.
- ◆ Documents workload measurement statistics.
- ◆ Researches and reviews new versus existing methodology.
- ◆ Provides general instruction/training to students and staff.

D. Clerical

- ◆ Performs computer work (e.g., documentation, data entry, back-up).
- ◆ Provides reception/clerical duties (e.g., answer telephone, fax, photocopy, book appointments).
- ◆ Prepares, communicates and files test results/reports.
- ◆ Prepares statistical reports.
- ◆ Maintains inventory and orders supplies.
- ◆ Completes incident reports (e.g., unlabeled/mislabeled specimens, needle pokes).

E. 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.
- ◆ Disposes of biohazardous waste, as per departmental procedures and policies.
- ◆ Performs ECGs 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:

Date: June 12, 2019