



# *Provincial Job Description*

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**TITLE:** (134) Medical Laboratory Technologist Supervisor  
**PAY BAND:** 19

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**FOR FACILITY USE:**

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## ***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.

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

## ***EXPERIENCE***

- ◆ **Previous: Forty-eight (48) months previous discipline-related experience to consolidate knowledge and skills, with a basic knowledge of other disciplines within the department.**

## ***KEY ACTIVITIES:***

### **A. Administration / Supervision**

- ◆ Provides direct supervision of staff and students.
- ◆ Provides functional advice/technical expertise and problem solving.
- ◆ Prioritizes work load 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.
- ◆ 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.

### **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.

**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 results.
- ◆ Responds to critical values, unexpected results and urgent requests according to protocols and policies.
- ◆ Performs specialized testing, where required by the job (e.g., bone marrow, allergen testing).
- ◆ Assists in prioritizing the utilization of blood/blood products.

**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.
- ◆ Disposes of biohazardous waste, as per departmental procedures and policies.

*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:*

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*SGEU:*

*SAHO:*

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*Date: June 12, 2019*