



# *Provincial Job Description*

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***TITLE:***  
**(145) Senior Medical Laboratory Assistant**

***PAY BAND:***  
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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

**Collects and processes blood specimens. Coordinates department workflow.**

***QUALIFICATIONS:***

- ◆ **Medical Laboratory Assistant – Applied certificate**

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ **Intermediate data entry skills**
- ◆ **Basic computer skills**
- ◆ **Communication skills**
- ◆ **Interpersonal skills**
- ◆ **Ability to work independently**
- ◆ **Organizational skills**
- ◆ **Leadership skills**
- ◆ **Valid driver's license, where required by the job**

***EXPERIENCE:***

- ◆ **Previous: Twelve (12) months previous experience as a Medical Laboratory Assistant to consolidate knowledge and skills.**

## ***KEY ACTIVITIES:***

### **A. Specimen Collection / Accessioning / Pre-Analytical Testing**

- ◆ Prepares patient (e.g., identification, consent, medical condition, instruction of procedure) for specimen procurement.
- ◆ Performs specimen collection (including phlebotomy), 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.
- ◆ Enters requisition data, prints bar code labels and labels blood samples.
- ◆ Centrifuges, aliquots and distributes and/or stores samples.
- ◆ Performs a variety of tests (e.g., Electrocardiography, H.pylori, urinalysis).
- ◆ Assesses specimen integrity/adequacy.
- ◆ Scans bar coded specimens, prints lists and packages specimens for transport.
- ◆ Locates specimens when additional tests are required.
- ◆ Performs various protocols and procedures for research.
- ◆ Prepares media and reagents.
- ◆ Makes and stains slides.
- ◆ Plants specimens on to appropriate media.
- ◆ Incubates specimens.
- ◆ Assists with specimen cassette processing.
- ◆ Assists with frozen sections and histology specimens.

### **B. Coordination**

- ◆ Prioritizes workload and schedules work flow.
- ◆ Schedules staff and maintains payroll time sheets.
- ◆ Provides input for performance evaluations and performance reviews.
- ◆ Provides input into policies and procedures.
- ◆ Provides general instruction/training of students and new staff.

### **C. Clerical / Related Key Work Activities**

- ◆ Performs various clerical duties (e.g., faxing, scanning, photocopying, report processing/filing, distributing results, booking appointments and telephone reception).
- ◆ Performs data entry, completes requisitions for testing, and enters patient data and tests requests for daily routine specimen collections.
- ◆ Compiles various statistics for month/year end reporting.
- ◆ Participates in quality assurance/quality control programs as required by government regulations and local protocols.
- ◆ Maintains inventory.

**C. Clerical / Related Key Work Activities (Cont'd)**

- ◆ Washes glassware.
- ◆ Ensures proper disposal of specimens, reagents and biohazardous waste, as per department procedures and policies.
- ◆ Washes and decontaminates benches, countertops, sinks, cupboards and equipment.
- ◆ Maintains and troubleshoots equipment, as required
- ◆ Provides occasional guidance to the primary function of others, including training.

*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: December 13, 2017***