



Provincial Job Description

TITLE:
(145) Senior Medical Laboratory Assistant

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Collects and processes blood specimens. Coordinates department workflow.

QUALIFICATIONS:

- ♦ Medical Laboratory Assistant 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:

SGEU:

SAHO:

Date: June 18, 2025