

Provider Group – Joint Job Evaluation Job Fact Sheet <u>Job #252 – Laboratory Information System</u> <u>Technologist</u>

PLEASE PRINT

Section 1 – INTRODUCTION

Purpose:

This section provides general direction for completing the Job Fact Sheet and is further supplemented by the additional instructions set out in the remaining sections of this Job Fact Sheet.

The collection of accurate, complete, up-to-date and gender neutral job information is essential to, and forms the basis of, the job evaluation process.

This Job Fact Sheet (JFS) provides a format and serves as a questionnaire designed to describe a job, to capture the skill, effort and responsibility normally required in the work, and to record the conditions under which it is usually carried out. The JFS focuses on **CURRENT** job content and requirements. **THIS IS NOT AN APPRAISAL OF AN INDIVIDUAL'S PERFORMANCE ON THE JOB.**

Please read the JFS carefully, and complete each section. Throughout the JFS examples are requested and are important as you describe the job. Provide additional information on the back blank pages of this document, additional job holder comments can be recorded in Section (16) on page 25, or attach additional pages if necessary.

SUPERVISOR - STEPS TO FOLLOW:

- 1. a. New Job: complete Job Review Request Form (JRRF), complete a proposed JFS and proposed Job Description.
 - b. Forward all documents to your Human Resources representative.
- 2. DO NOT CHANGE EMPLOYEE'S RESPONSES.

EMPLOYEE - STEPS TO FOLLOW:

- 1. Please read the JFS carefully, and complete each section. If you find that some questions do not relate to your job, please write in "not applicable".
- 2. The information you provide should relate to the job content as it currently exists. When reviewing your duties and responsibilities, ensure that you consider the entire job cycle (activities that regularly occur in a one-year period).
- 3. Group submissions are encouraged for employees doing the same or very similar job duties.
- 4. It is suggested that you complete Sections 6 through 15 before completing Sections 4 and 5. The "Sample Key Activities" (see Appendix A) may assist you in completing Section 5.
- 5. Once you have completed the JFS and if you have not already submitted a JRRF, please complete and forward both documents to your Human Resources representative. Keep a copy of all documentation for your records. Please complete the Signatures Section (17) on page 25.
- 6. Your immediate Out-of-Scope Supervisor (Supervisor) will review your completed JFS and add comments at the end of each section.
- Please keep in mind that, although you are the employee(s) doing the job, what is being described are the current responsibilities of the job not how well you are performing these tasks and responsibilities. It is important that you concentrate only on providing the facts about the job and its responsibilities.

This section gathers information regarding the organization	n in which your job functions.	
	f the person currently in the job.	
tle of your immediate Out-of-Scope Supervisor	SUPERVISOR'S COMMENTS – ORGANIZATION CHART	NAL WORK
	Are the responses to this question: Complete Do you agree with the responses: Yes	☐ Incomplete
your immediate Supervisor (if different than above)	COMMENTS (must be completed if "Incomplete" or "N	No" is selected):
Your current Provincial JE Job Title		
rent Provincial JE Job Number:	Supervisor's	Initials:
JE Job Titles that report directly to you (if applicable)		
	Chart below: ite in the Provincial JE Job Title of the position – not the name o tle of your immediate Out-of-Scope Supervisor your immediate Supervisor (if different than above)	SUPERVISOR'S COMMENTS - ORGANIZATION CHART Are the responses to this question: Do you agree with the responses: Yes COMMENTS (must be completed if "Incomplete" or "New Your current Provincial JE Job Title Your current Provincial JE Job Number: rent Provincial JE Job Number:

Section	on 3 – JOB IDE	NTIFICATION						
	Purpose:	This section a	gathers basic identifyin	g material so we can keep tra	ack of comp	leted Job Fact Sh	neets.	
Provi	de your name and	d work telephone i	number(s) for contact pur	rposes. For group JFS submiss	sions, please	note the name and	d telephone number(s) of	the contact person.
	e of person compl DOING THE SA		a single employee, or con	ntact person for group JFS sub	mission (ON	LY COMPLETE	A GROUP SUBMISSIO	N IF ALL EMPLOYEES
Name	e (Print):						Employee No.:	
Work	Telephone:			E-Mail Address:				
Regio	onal Health Autho	ority/Affiliate:						
Facili	ty/Site:				Departm	ent:		
See S	ection 18 on page	e 28 for signatures	<i>5</i> .					
Provi	ncial JE Job Title	:					Date:	
Provi	ncial JE Number	:		Office use onl	ly:	JEMC No.	M	_
Section	on 4 – JOB SUM	IMARY						
	Purpose:	This section of	describes why the job ex	xists.				
				Information System Technol service goals with laboratory p		onsible for labora	tory information system	application development
▶Thi	nk about what yo	ou would say if so		onsible for?" nd asked you about your job. 'The (<u>Job Title</u>) is responsible	for"			
CLIDI	EDWIGODAG GO	MATERIES TO		********	******	******	*****	
	he responses to	MMENTS – JOI	□ Complete	☐ Incomplete	COMM	ENTS (<u>must</u> be c	ompleted if "Incomplete	e" or "No" is selected):
	ne responses to bout agree with the	-	☐ Yes	☐ Incomplete				
20 y	on agree with the	e responses.						
							Supervisor's I	nitials:

5 – KEY WORK ACTIVITIES

Purpose:	This section describes the key activities, duties and responsibilities of the job.	
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Consider the full range of job duties or responsibilities undertaken over the year. Summarize these in rough form before completing this section.

Group the job duties or responsibilities that are related and summarize them in a phrase, at the top of each box (e.g., counseling and patient education, preventative maintenance, community involvement). Estimate (to the nearest 5%) the percentage of time per year spent on each key work activity summarized in the section(s) below. Most jobs can be described in three to five key work activities.

The total of all key work activity sections should equal but not exceed 100%. For example: ½ day every day per year = 50%; 3 months per year = 25%; 2½ weeks per year = 5%

After summarizing each key work activity, provide details or examples that describe the related job duties or responsibilities. If using abbreviations, acronyms or technical terminology, please initially explain their meaning.

Don't get lost in detail in describing the duties and responsibilities. Use clear verbs about things that are done in connection with each one. Avoid using a gender biased wording (i.e. he or she) in describing the work.

It is important that the **whole job** be described, not just a particular dimension or a special project.

The "Sample Key Activities" (see Appendix A) may assist you in completing this section.

Key Work Activity A: System Development and Documentation

Duties/Responsibilities:

- ♦ Determines how LIS software will be configured and how the workflow is designed to best integrate technology with the provision of efficient and timely laboratory services.
- ♦ Develops LIS solutions that are complementary to operational needs and resource challenges by performing user requirements definition, software evaluation and selection, system configuration setup, validation, training and documentation.
- ♦ Processes system change requests while working within the software options/functionality/limitations, with consideration of best practice guidelines, regulatory issues and operational needs.
- ♦ Identifies system software programming limitations to ensure optimal patient care outcomes and works with vendors to develop solutions.
- Researches, evaluates and implements additional and upgraded system functionality.
- ♦ Verifies, validates and recommends or rejects the implementation of software upgrades/changes (version, release or patch), as well as hardware and/or operation system upgrades.
- ♦ Configures, tests and validates interface communications between the LIS and various laboratory analyzers, and between the LIS and other computer systems.

SUPERVISOR'S COM	MENTS – KEY WOR	K ACTIVITIES
Are the responses to this	s question: 🗌 Comple	ete 🗌 Incomplete
Do you agree with the re	esponses:	□ No
COMMENTS (must be c	ompleted if "Incomplete	" or "No" is selected):
	Supervisor'	s Initials:

Section 5 – KEY WORK ACTIVITIES (cont'd)	PLEASE PRIN
SCUIDITS - KET WORK ACTIVITIES (COIL II)	
Key Work Activity A: <u>System Development and Documentation</u> (cont'd)	
Duties/Responsibilities: Participates in local and/or external projects involving the LIS. Develops, writes and monitors compliance of supporting procedures, polices and reports. Pursues customized software changes designed to improve Lab operations. Evaluates new equipment and technology for system suitability and use.	
Key Work Activity B: <u>System Maintenance / Troubleshooting / Support</u> Duties/Responsibilities: ◆ Sets up and maintains security access for users of LIS applications.	SUPERVISOR'S COMMENTS – KEY WORK ACTIVITIES Are the responses to this question: Complete Incomplete
 ♦ Troubleshoots and evaluates reported or recognized problems. ♦ Informs and advises laboratory management about any system functionality issues that will 	Do you agree with the responses: Yes No COMMENTS (must be completed if "Incomplete" or "No" is selected):

Section 5 – KEY WORK ACTIVITIES (cont'd)	
Key Work Activity C: <u>Administration / Coordination / Management Reporting</u>	SUPERVISOR'S COMMENTS – KEY WORK ACTIVITIES
 Puties/Responsibilities: Provides functional advice/technical expertise and problem solving suggestions related to laboratory services as supported by LIS functionality and laboratory reporting requirements. Provides evaluation of and/or produces documentation for laboratory processes, policies and procedures. Builds LIS files and manages the documentation and reporting of LIS workload statistics. Communicates with departments and various services or agencies regarding issues, needs, service requirements or proposed changes that may have an impact on LIS functionality. Coordinates system downtime events and resolutions. Prepares written and/or oral reports for various Departments, and management personnel. Maintains documentation records as per requirements. Provides information and statistical reports for business case submissions for capital expenditures for software / hardware purchase. 	Are the responses to this question: Complete Incomplete Do you agree with the responses: Yes No COMMENTS (must be completed if "Incomplete" or "No" is selected): Supervisor's Initials:
 Key Work Activity D: Quality Assurance / Quality Control Duties/Responsibilities: Maintains database integrity. Develops, generates and validates statistical data from the LIS. Leads the development of validation test scripts, and reviews outcomes to ensure that changes do not adversely affect laboratory operations. Follows preventative maintenance programs and recognizes systematic malfunctions and maintains event logs. Provides system development and support of Quality Assurance/Quality Control programs as required by local protocols, government regulations and laboratory licensing. 	SUPERVISOR'S COMMENTS – KEY WORK ACTIVITIES Are the responses to this question: Complete Incomplete Do you agree with the responses: Yes No COMMENTS (must be completed if "Incomplete" or "No" is selected): Supervisor's Initials:

y Work Activity E: Education and Training	SUPERVISOR'S COMMENTS – KEY WORK ACTIVITIES
tities/Responsibilities: Participates in continuing education activities in order to maintain expertise and competency in medical laboratory science, state-of-the art equipment and technology. Provides ongoing training, guidance and leadership to users and end-users of the LIS and inter-related systems. Prepares and distributes communications and training material related to LIS and inter-related systems functionality. Monitors system use by other staff and re-educates as required, provides feedback to managers on the competency of other staff and identifies potential issues.	Are the responses to this question: Complete Incomplete Do you agree with the responses: Yes No COMMENTS (must be completed if "Incomplete" or "No" is selected): Supervisor's Initials:

Section 6 – DECISION-MAKING

Purpose: This section provides a series of situations that may be encountered on the job requiring decision making before taking action.

For each situation, please indicate the response that most appropriately describes your job. Provide examples where requested. Add any additional examples under "Other".

Example: if the job requires you to follow specific instructions/procedures most of the time, check the box under "Most of the time" and give examples. If the job requires you to modify established methods often, check "Often".

(a) In this job, do you (check all responses that apply)	Almost never	Sometimes	Often	Most of the time
Follow specific instructions/procedures, use well-defined methods or use established guide results. Example: Each situation must be evaluated to ascertain whether or not previously develocan be applied.			X	
Modify or change established department methods and procedures, but stay within program Example: There are continual improvements/new technology/advancement opportunity/s established methods. However, all laboratory operations are performed under the auspid and are subject to scrutiny.	afety initiatives that change		X	
Develop new solutions to diverse and complex problems with conflicting requirements become Example: Develop innovative / optimum solutions for specific physician / ward requirem negatively on system users. LIS Technologist will suggest (and secure authorization for wording of reportable test results, to ensure clarity and consistency in reporting.	ents without impacting		X	

)	When there is a situation you have not come across before, do you (check all responses that apply)	Almost never	Sometimes	Often	Most of the time
	Immediately ask the supervisor/leader what to do		X		
	Ask co-workers for help in deciding what to do		X		
	Read manuals and figure out what to do		X		
	Decide with your supervisor what to do		X		
-	Check guidelines and past practices			X	
-	Decide what to do based on your related experience			X	
-	Get advice with problems from management and/or other sources (e.g. supplier, consultants)		X		
-	Other (specify): Analyze problem independently and follow-up with co-worker/manager			X	
	Other (specify): Analyze problem independently and follow-up with co-worker/manager				X

(c)	To what extent are the decision-making requirements of this job guided by others (check all responses that apply and provide examples)	Almost never	Sometimes	Often	Most of the time
	Immediate supervisor		X		
	Example:		Λ		
	Others in own program/department		v		
	Example:		X		
	Others within the RHA		T7		
	Example:		X		
	Departmental Management				
	Example:		X		
	Specialists / Clinical Experts		v		
	Example:		X		
	Senior Management	X			
	Example:				
	Other				
	Example:				
the re	**************************************	omplete" (or "No" is s	elected):	
		C	rvisor's Init	(° - 1	

Section 7 – EDUCATION AND SPECIFIC TRAINING *Updated September 22, 2025
Purpose: This section gathers information on the minimum level of completed formal education required for the job.
What minimum level of completed schooling or formal training would be necessary for a new person being hired into this job? This does not reflect the education that you have, but what is the typical minimum requirement of the job.
The total minimum level of completed schooling or formal training should include all classroom, laboratory, practicum, clinical, or apprenticeship, etc., time require prior to graduation or certification. (i) High School: Grade 10 Grade 11 Grade 12 (ii) Technical/Vocational/Community College: 1 year 2 years 3 years Specify (Do not use abbreviations): Medical Laboratory Technology diploma (iii) Licensed Trades: 1 year 2 years 3 years 4 years 5 years Specify (Do not use abbreviations): Masters Masters Masters Masters
Specify (Do not use abbreviations):
(b) Is any Provincial, National or professional certification mandatory?
 (c) What additional special skills, training, or licenses are needed to perform the job? Indicate the length of the course/program: Specify (Do not use abbreviations): Advanced knowledge of laboratory operation and of the specific disciplines integrated processes, testing procedures and function of the LIS (Laboratory Information System). Advanced knowledge of computer systems integration in a clinical environment and of interfacing LIS to external systems and LIS peripherals. Advanced written and verbal communication, organizational, interpersonal and computer skills. Decision making, analytical, and problem solving skills. Ability to work independently and as a member of a team. Ability to instruct, collaborate and evaluate performance. LIS Software training. Valid driver's license, where required by the job.
SUPERVISOR'S COMMENTS – EDUCATION AND SPECIFIC TRAINING COMMENTS (must be completed if "Incomplete" or "No" is selected):
Are the responses to the question: Complete Incomplete
Supervisor's Initials:

Purpose:			n on the minimum rel e-job learning or adju		ed for a job. Relevant experience may include previous job-
	n relevant experience requirements of this		r to and/or (b) on-the-jo	ob, that is required for a n	ew person with the education recorded in Section 7 to acquire the skil
For part (b), a	sk yourself, "Is time	e on the job requir		nd responsibilities or to	adjust to the job? If so, how much?" n 7, Education and Specific Training.
Required pre-	vious related job exp	perience (do not in	nclude practicum or a	pprenticeship if covered	l in Section 7 – Education and Specific Training)
☐ None	☐ 6 r	nonths	1 year	3 years	5 years
Up to 3 m	onths 9 r	nonths	2 years	🛛 4 years	Other (specify)
♦ Forty-eig laborator	- · · · ·	evious discipline-i g twenty-four (24)	related experience as) months user experien	a Medical Laboratory T	
♦ Forty-eig laborator	tht (48) months property services including required on the job	evious discipline-i g twenty-four (24)	related experience as) months user experien	a Medical Laboratory T	echnologist to consolidate knowledge and skills required to provi
♦ Forty-eig laborator	tht (48) months proyservices including required on the job	evious discipline-r g twenty-four (24) to learn and/or ad	related experience as months user experient just to this job:	a Medical Laboratory T ce working with the Lab	Technologist to consolidate knowledge and skills required to proveoratory Information System.
◆ Forty-eig laborator Average time 1 month of 3 months Describe the ◆ Eighteen procedur ************************************	tht (48) months proy services including required on the job or fewer 6 reasks and responsible (18) months on the es. ***********************************	to learn and/or admonths nonths lities that need to lear become fa ************************************	related experience as months user experient ljust to this job: 1 year 2 years be learned in order to s miliar with department ************************************	a Medical Laboratory Tace working with the Lab ☐ 3 years ☐ Other (specify) attisfy the requirements of t processes, applicable re	Technologist to consolidate knowledge and skills required to provi foratory Information System. 18 months f this job: elated software applications, peripherals and department policies and
◆ Forty-eig laborator Average time 1 month of 3 months Describe the ◆ Eighteen procedur ********* ERVISOR'S CO	tht (48) months proy services including required on the job or fewer 6 reasks and responsible (18) months on the es. ***********************************	to learn and/or ad nonths nonths lities that need to be job to become fare existence Complete	related experience as months user experient ljust to this job: 1 year 2 years be learned in order to semiliar with department with department months are semiliar wit	a Medical Laboratory To the Medical Laboratory To the Medical Laboratory To the Lab ☐ 3 years ☐ Other (specify) ☐ Statisfy the requirements of the processes, applicable reserves the medical processes of the medic	Technologist to consolidate knowledge and skills required to provi foratory Information System. 18 months this job: elated software applications, peripherals and department policies and ****
◆ Forty-eig laborator Average time 1 month of 3 months Describe the ◆ Eighteen procedur ************************************	tht (48) months proy services including required on the job or fewer 6 reasks and responsible (18) months on the es. ***********************************	to learn and/or admonths nonths lities that need to lear become fa ************************************	related experience as months user experient ljust to this job: 1 year 2 years be learned in order to s miliar with department ************************************	a Medical Laboratory To the Medical Laboratory To the Medical Laboratory To the Lab ☐ 3 years ☐ Other (specify) ☐ Statisfy the requirements of the processes, applicable reserves the medical processes of the medic	Technologist to consolidate knowledge and skills required to provi coratory Information System. 18 months If this job: Plated software applications, peripherals and department policies and **** The second completed if "Incomplete" or "No" is selected):

Section	n 9 – INDEPEN	DENT JUDGEN	IENT						
	Purpose:	This section g	gathers informatio	on on the extent to whic	h the job exercises independent action.				
		independent action e no precedents to		grees. Some jobs are hig	ghly structured and have many formal procedures, while others require exercising judgement or				
			provided to this job hers and direct sup		om rules, instructions, established procedures, defined methods, manuals, policies, professiona				
(a)	To what extent does this job control its own work as opposed to being guided by influences such as rules, procedures, policies, supervisory presence or instructions directing actions required?								
	Please check the answer that most closely represents expected job requirements.								
	Most job i	requirements (to th	ne extent possible) a	are set out within structu	re and rules and/or readily understood schedules to guide job tasks/duties required.				
	Some rest	Some restrictions apply, but the control over setting work priorities and pace of work is contained within the job.							
	☐ There are minimal restrictions, leaving significant control over the work being carried out within the scope of the job.								
		lves taking action	in the analysis of formation manage		entation of a solution, while adhering to the standard practices of the profession of medical				
(b)	To what exter	nt does this job exe	ercise judgement to	determine how the world	k is to be done?				
	Please check	Please check the answer that most closely represents expected job requirements.							
	☐ Work is mostly repetitive and predictable with little need for judgement. Example:								
	♦ Some cho solution re	ice of methods/pro	ocedures when rect of multi-faceted c	tifying problems and dir	or choices to be made. Example: recting staff in alternate procedures when encountering system problems. The optimum boratory needs (i.e. cost vs. service), limitations that exist within the application itself or				
	☐ Work pre	sents difficult cho		tions that require judger					
SUPEI	RVISOR'S CO	MMENTS – IND	**** EPENDENT JUD		***********************				
	e responses to		☐ Complete	☐ Incomplete	COMMENTS (<u>must</u> be completed if "Incomplete" or "No" is selected):				
	-	-	-	_					
Do you	agree with the	e responses:	☐ Yes	□ No					
					Supervisor's Initials:				

Section 10 – WORKING RELATIONSHIPS

Purpose: This section gathers information on the typical contacts or working relationships <u>necessary</u> in doing the job.

(a) What are the typical contacts or working relationships **necessary** in doing this job? For each contact listed, determine the purpose of the contact and **check off all that apply** in the chart below. **Do not include contact with employees you supervise.**

Purpose of Contact:

- A No exchange
- **B** Exchange of factual or work-related information
- **C** Explanation and interpretation of information or ideas
- **D** Discussion of problems with a view to obtaining consent, cooperation and/or coordination of activities
- **E** Counseling
- **F** Secure cooperation of others for the development of services, programs, policies or agreements on behalf of the Program / Department
- **G** Negotiation of service and / or supply agreements

	(PURPOSE OF CONTACT Check off all that apply (more than one, if applicable)							
	A	В	C	D	E	F	G		
Employees in the same department		X	X	X					
Employees in another department/site (specify)		X	X	X		X			
Students		X	X						
Supervisor / supervisors of programs / departments or services		X	X	X		X			
Clients / patients / residents	X								
Family of clients / patients / residents	X								
Physicians		X	X	X		X			
Business representatives		X	X	X					
Suppliers / contractors		X	X	X					
Volunteers	X								
General Public	X								
Other health care organizations or agencies		X	X	X		X			
Professional organizations / agencies: CAP Inspectors		X	X						
Government departments: Saskatchewan Health		X	X						
Social Service establishments	X								
Community Agencies	X								
Police and Ambulance	X								
Foundations	X								
Others (specify):									

Section 10 – WORKING RELATIONSHIPS (cont'd)

Questions (b) to (k) that follow provide a series of situations that may be encountered in your job. Please provide the response that fits best for each situation. Provide examples or specify where requested.

HOW	OFTEN DOES YOUR JOB REQUIRE YOU TO:	Almost never	Sometimes	Often	Most of the time
(b)	Have to tell people things they <u>DO NOT</u> want to hear?				
	Other employees		X		
	Client / patients / residents / families	X			
	The general public	X			
	• Other (specify):				
(c)	Have contact with very upset or very angry:				
	 Clients / patients / residents / families (not other workers) 	X			
_	Outside groups (not other workers)		X		
-	General public	X			
	Other employees		X		
	 Management 	X			
	Physicians		X		
	Other (specify)				
(d)	Have contact with extreme / special needs clients / patients / residents?				
	Specify:	\boldsymbol{X}			
(e)	Talk with clients / patients / residents to:				
	 Get information from them 	X			
	■ Inform them	X			
	Counsel them				
	 Devise mutual goals / objectives with them 	X			
	 Check on their progress 	X			
(f)	Talk with families to:				
	 Get information from them 	X			
	■ Inform them	X			
	Counsel them				
	 Devise mutual goals / objectives with them 	X			
	 Check on their progress 	X			
(g)	Talk with physicians to:				
	Get information from them		X		
	■ Inform them		X		
	Devise mutual goals / objectives with them		X		

Section 10 – WORKING RELATIONSHIPS (cont'd)

ноч	V OFTEN DOES YOUR JOB REQUIRE YOU TO:	Almost never	Sometimes	Often	Most of the time
(h)	Talk with general public to: Provide information	X			
	Respond to questionsMake presentations	X X			
(i)	Talk with other employees to:				
	■ Get information from them			X	
	■ Inform them			X	
	■ Counsel / <u>persuade</u> them		X		
	Give them advice on work procedures			X	
	Get advice from them on work procedures		X		
	 Get cooperation from other parts of the organization on projects and programs 			X	
	Other (specify)				
(j) (k)	Talk to vendors, contractors, consultants, government agencies and other external groups or organizations to: Get information from them Confer with peer professionals Inform them Arrange for services Devise mutual goals / objectives with them Lead meetings Check on their progress Other (specify) Other (specify):	X	X	X X X X	
ne re	**************************************	ncomplete"	or "No" is so		:

Purpose:	751 * 4 * 41 * 6 * 41 * 11 * 12 * 1 * 6 *	4 6 41 1		
-	This section gathers information on the likelihood of impresponsibility for actions, resources and services, and the		arrying out the duties of the job. Consider th	1e
	out your job duties and responsibilities, what is the likelihood red as carelessness, willful neglect or extreme circumstances.		t or an outcome on the following? Such effects a	are ty
Injury or discor If yes, please pr	nfort of others rovide an example(s):		Is an impact likely? Yes	N
If yes, please pr	in public, client / patient / resident, families, business or employide an example(s): recorded/transferred tests may delay diagnosis and treatment	•	Is an impact likely? Yes	N
	ssing or handling of information or in the delivery of services ovide an example(s):		Is an impact likely? Yes	N
♦ Improper	etrieval/transfer of patient data may result in delayed diagno	osis and treatment.		
	mpact on departmental / site / agency / region operations rovide an example(s):		Is an impact likely? Yes	N
	nent in implementation of system changes may create incorre	ect or misinterpreted patient rep	orts resulting in substantial delays and/or break	kdow
	pment / instruments ovide an example(s):		Is an impact likely? Yes	N
If yes, please process of or inaccountries of the second o			Is an impact likely? Yes ☐ Is an impact likely? Yes ☐	
If yes, please process of or inaccilifyes, please process of the p	ovide an example(s): curate information covide an example(s): quality affects reporting, statistics, patient record, etc. cincluding withdrawal of commitment or withholding of fundationide an example(s):		_	N
If yes, please process of or inaccilifyes, please process. **Poor data** Financial losses of the please process. **Inadequat** Other - Security If yes, please process.	ovide an example(s): curate information covide an example(s): quality affects reporting, statistics, patient record, etc. including withdrawal of commitment or withholding of funds covide an example(s): e system upgrades may require additional resources to compaty covide an example(s):	lete work.	Is an impact likely? Yes ⊠	N
If yes, please process of or inaccilifyes, please process. **Poor data** Financial losses of the please process. **Inadequat** Other - Security If yes, please process.	ovide an example(s): curate information ovide an example(s): quality affects reporting, statistics, patient record, etc. including withdrawal of commitment or withholding of fundational example(s): the system upgrades may require additional resources to compaty	lete work. ion.	Is an impact likely? Yes ⊠ Is an impact likely? Yes ⊠ Is an impact likely? Yes ⊠	N
If yes, please process of or inaccilifyes, please process. **Poor data** Financial losses: If yes, please process. Inadequate Other - Security If yes, please process.	ovide an example(s): curate information ovide an example(s): quality affects reporting, statistics, patient record, etc. including withdrawal of commitment or withholding of funds ovide an example(s): e system upgrades may require additional resources to complety ovide an example(s): figured systems may allow unauthorized access to information	lete work. ion. **********	Is an impact likely? Yes ⊠ Is an impact likely? Yes ⊠ Is an impact likely? Yes ⊠	N
If yes, please process of or inactification of the second	covide an example(s): covide an example(s): quality affects reporting, statistics, patient record, etc. including withdrawal of commitment or withholding of funds covide an example(s): ex system upgrades may require additional resources to complety covide an example(s): figured systems may allow unauthorized access to information ***********************************	lete work. ion. **********	Is an impact likely? Yes ⊠ Is an impact likely? Yes ⊠ Is an impact likely? Yes ⊠	N N N
If yes, please process of or inaccilifyes, please process of the process of the process of the please process	ovide an example(s): curate information covide an example(s): quality affects reporting, statistics, patient record, etc. including withdrawal of commitment or withholding of funds covide an example(s): e system upgrades may require additional resources to compaty covide an example(s): figured systems may allow unauthorized access to informati ************************************	lete work. ion. **********	Is an impact likely? Yes ⊠ Is an impact likely? Yes ⊠ Is an impact likely? Yes ⊠	N

Section 12 – LEADERSHIP/SUPERVISION

Purpose: This section gathers information on the requirements to su direction to enable them to carry out their job.	pervise others, lead others and / or provide functional guidance or technical
Leadership refers to the requirements of the job to supervise others, lead other carry out their job. Do not include clients / patients / residents.	rs, provide functional guidance or provide technical direction to enable other employees to
Specify any jobs or work group as appropriate, under one or more of these car	tegories. Check all that apply and provide examples.
	Examples
Familiarize new employees with the work area and processes	Staff
Assign and/or check work of others doing work similar to yours	Staff
Lead a project team, prioritize tasks, assign work, monitor progress to achieve planned outcome(s)	
Provide functional advice / instruction to others in how to carry out work	
tasks Provide technical direction as an expert in a field in order for others to	Staff
carry out their primary job responsibilities	Staff
Provide input to appraisal, hiring and/or replacement of personnel	Staff
Coordinate replacement and/or scheduling of employees	
☐ Supervise a work group; assign work to be done, methods to be used, and take responsibility for all the group	
☐ Supervise the work, practices and procedures of a defined program	
☐ Supervise the work, practices and procedures of a department	
Provide counseling and/or coaching to others	
Provide health promotion / outreach (teaching / instruction)	Staff
Other (specify)	Act as SoftComm e-mail Administrator
****************	*******
JPERVISOR'S COMMENTS – LEADERSHIP/SUPERVISION	COMMENTS (must be completed if "Incomplete" or "No" is selected):
re the responses to the question:	
you agree with the responses:	
	Supervisor's Initials:

Section 13 – PHYSICAL DEMANDS

Purpose: This section gathers information on the physical effort and for the accurate hand/eye or hand/foot coordination required on a regular basis in your job.

- (a) What **physical effort** is required on a **typical** basis for your job? Please provide examples that are applicable to your job.
 - Duration means individual periods of **uninterrupted time** (except for scheduled breaks) i.e. how long you have to perform the activity each time.
 - Frequency means **how often** each activity occurs within the day.

Indicate the duration of time that the activity is present during the normal workday or shift (e.g., for an 8 hour shift – 6 hours = 75%; 4 hours = 50%; 2 hours = 25%; 1 hour = 12%; 1/2 hour = 6%). **Percentages may not add up to 100% (due to simultaneous activities).**

Place a checkmark in the chart below indicating the duration, frequency and weight of the activity. Only indicate weight where applicable.

Light weight – up to 9 kg / 20 lbs

Occasional – means the activity occurs once in a while – less than 50% of the time

Medium weight – over 9 kg / 20 lbs

Regular – means the activity occurs often – between 50% - 75% of the time

Heavy weight – over 23kg / 50 lbs

Frequent – means the activity occurs every day – over 75% of the time

Exertions that are infrequent or that are not typical of the performance of the job should not be considered.

	DURATION		FREQUENC	WEIGHT	
ACTIVITY EXAMPLES	Approximate % of time/day	Occasional	Regular	Frequent	Light, Medium, Heavy (specify)
Sitting	80%			X	
Computer operation	80%			X	
Moving printers and computers; unpacking supplies	5%		X		M
Awkward positions when troubleshooting equipment, computer hardware	5%		X		
Walking	5%		X		
Lifting	10%			X	L
Driving	0 – 10%	X			

Section	13_	PHYSICAL	DEMANDS	(cont'd)
Section	13 -	HHIOWAL	DIMMINDO	(COIIL U)

(b) Does your work require accurate hand/eye or hand/foot coordination? Please provide examples that are applicable to your job.

Indicate the duration of time that the activity is present during the normal workday or shift (e.g., for an 8 hour shift – 6 hours = 75%; 4 hours = 50%; 2 hours = 25%; 1 hour = 12%; 1/2 hour = 6%). **Percentages may not add up to 100% (due to simultaneous activities).**

Examples: keyboard skills, repairing fine instruments/equipment; floor polishers; folding laundry; mechanical; plumbing; giving injections; dispensing oral medications; lawn mowers; sorting mail; electrical; driving; drafting; using long-handled tools such as mops and shovels; stocking shelves; positioning patients and equipment; carpentry.

Place a checkmark in the chart below indicating the frequency of occurrence over a year.

Occasional – means the activity occurs once in a while – less than 50% of the time

Regular – means the activity occurs often – between 50% - 75% of the time

Frequent – means the activity occurs every day – over 75% of the time

	DURATION	FREQUENCY			
ACTIVITY EXAMPLES	Approximate % of time/day	Occasional	Regular	Frequent	
Computer operation	80%			\boldsymbol{X}	
Troubleshooting / maintenance activities of instruments / hardware	15%	X			
Medical Laboratory Technologist duties (microscope, setting up tests, handling specimens)	5%	X			
Driving	0 - 10%	X			
Writing reports	10%		X		

SUPERVISOR'S COMMENTS – PHY			**************************************
Are the responses to the question:	☐ Complete	☐ Incomplete	COMMENTS (<u>must</u> be completed if "Incomplete" or "No" are selected):
Do you agree with the responses:	☐ Yes	□ No	
			Supervisor's Initials:

Section 14 – SENSORY DEMANDS

Purpose: This section gathers information on the frequency and duration of sensory demands required by your job.

(a) What **Visual Effort** is required on a **concentrated** basis in your job? Please provide **examples** that are applicable to your job.

Indicate the duration of time that the activity is present during the normal workday or shift (e.g., for an 8 hour shift – 6 hours = 75%; 4 hours = 50%; 2 hours = 25%; 1 hour = 12%; 1/2 hour = 6%). **Percentages may not add up to 100% (due to simultaneous activities).**

Duration means individual periods of **uninterrupted time** (except for scheduled breaks) – i.e. how long you have to perform the activity each time.

Place a checkmark in the chart below indicating the frequency of occurrence over a year.

Frequency means **how often** each activity occurs within the day or week.

Occasional – means the activity occurs once in a while – less than 50% of the time

- means the activity occurs often – between 50% - 75% of the time

- means the activity occurs every day – over 75% of the time

	DURATION		FREQUENC	Y
ACTIVITY EXAMPLES	Approximate % of time/day	Occasional	Regular	Frequent
Reading	20%			X
Computer operation	80%			X
Comparison and verification of accurate test set-up requiring viewing several files and procedures	80%			X
Observing instrument function/interface operation and providing computer system surveillance	50%			X
Designing / producing reports, processes and procedures	50%		X	
Driving	0 – 10%	X		
Observing staff	5%		X	

Section 14 – SENSORY DEMANDS (cont'd)

(b) Does your job require that you **Listen Attentively**? Please provide **examples** that are applicable to your job.

Indicate the duration of time that the activity is present during the normal workday or shift (e.g., for an 8 hour shift – 6 hours = 75%; 4 hours = 50%; 2 hours = 25%; 1 hour = 12%; 1/2 hour = 6%). **Percentages may not add up to 100% (due to simultaneous activities).**

Place a checkmark in the chart below indicating the frequency of occurrence over a year.

Examples: taking dictation, counseling; negotiating; taking minutes of meetings; taking telephone messages; operating a switchboard; alarm systems; mechanical/equipment sounds; taking directions or instructions; observing clients/patients/residents.

Duration means individual periods of **uninterrupted time** (except for scheduled breaks) – i.e. how long you have to perform the activity each time. Frequency means **how often** each activity occurs within the day or week.

Occasional – means the activity occurs once in a while – less than 50% of the time

Regular – means the activity occurs often – between 50% - 75% of the time

Frequent – means the activity occurs every day – over 75% of the time

	DURATION	FREQUENCY			
ACTIVITY EXAMPLES	Approximate % of time/day	Occasional	Regular	Frequent	
Telephone	30%			X	
Taking direction	10%		X		
Problem solving	50%			X	
Consultation with users	10%		X		
Documentation / meetings (minutes)	20%		X		
			·		

Section	n 14 – SENSORY DEMANI	OS (cont'd)					
(c)	Must attention be shifted frequently from one job detail to another?						
•	Examples: keyboarding and answering the telephone; dictatyping; repairing and listening to equipment						
	Yes 🖂	No 🗌					
	If yes, please give examples :						
	♦ Answering phone, troubleshooting user problems, working on assigned projects.						

SUPEI	RVISOR'S COMMENTS –	SENSORY DEMAND	S	COMMENTS (must be completed if "Incomplete" or "No" are selected):			
Are the	e responses to the question:	☐ Complete	☐ Incomplete				
Do you	agree with the responses:	☐ Yes	□ No				
				Supervisor's Initials:			

Section 15 – WORKING CONDITIONS

Purpose: This section gathers information on the undesirable or disagreeable environmental conditions or hazards under which the job is carried

out.

(a) Are you exposed to some degree of unpleasantness in the day-to-day activities of your job? Check all conditions that apply to you, and indicate only one of "occasional", "regular", or "frequent".

Occasional – means the condition occurs once in a while – less than 50% of the time

Regular – means the condition occurs often – between 50% - 75% of the time

Frequent – means the condition occurs every day – over 75% of the time

CONDITION (specify if applicable)	Occasional	Regular	Frequent
Blood / body fluids	X		
Chemical substances (specify): Laboratory reagents	X		
Cold			
Congested workplace			
Dust			
Extreme temperature			
Foul language	X		
Grease			
Head lice			
Heat			
Inadequate lighting			
Inadequate ventilation			
Insects, rodents, etc.			
Interruptions			X
Isolation			
Latex			
Moisture			
Mold			
Multiple deadlines			X
Noise			
Odor			
Oil			
Radiation exposure (specify)			
Second-hand smoke			
Soiled linens	X		
Steam			
Transporting or handling human remains			
Travel	X		
Vibration: <i>Centrifuges</i>	X		
Other (specify)			

Section 15 – WORKING CONDITIONS (cont'd)

(b) Is there some degree of exposure to hazards in the day-to-day activities of your job? Check all hazards that apply to you, and indicate only one of "occasional", "regular", or "frequent".

Occasional – means the condition occurs once in a while – less than 50% of the time

Regular – means the condition occurs often – between 50% - 75% of the time

Frequent – means the condition occurs every day – over 75% of the time

CONDITION (specify if applicable)	Occasional	Regular	Frequent
Abusive clients	X		
Blood / body fluids	X		
Chemical substances (specify)	X		
Traveling in inclement weather	X		
Excessive / unpredictable weights	X		
Exposure to infectious disease (specify): Patient specimens, bacteria cultures	X		
Extreme noise			
Faulty / inadequate equipment	X		
Personal injury	X		
Personal safety at risk due to isolation			
Radiation exposure (specify)			
Sharp objects	X		
Small aircraft			
Steam			
Verbal and/or physical abuse	X		
Violence			
Working from heights			
Other (specify)			

Sectio	on 15 – WORKING CONDI	TIONS (cont'd)			
(c)	Do you have to take certain training, precautions or wear protective clothing to avoid a work injury? (Check one and provide an explanation or example of the type of precaution(s) normally taken.)				
	Yes 🖂	No 🗌			
	Please explain your answe	er:			
	◆ PPE, TLR, WHMIS,	TDG.			
			, , , , , , , , , , , , , , , , , , ,	******	
SUPE	RVISOR'S COMMENTS -				
Are tl	ne responses to the question	: Complete	☐ Incomplete	COMMENTS (<u>must</u> be completed if "Incomplete" or "No" are selected):	
	u agree with the responses:		☐ No		
				Supervisor's Initials:	

se ado	d any additional information or comments and reference the spec	ific JFS section and question as appropriate.	
	17 – SIGNATURES		
5	Single job submission: NAME: (Please Print Legil	lly):	
S	SIGNATURE:	DATE:	
	SIGNATURE: Group submission (NAMES OF EMPLOYEES DOING THE SA		
(ME JOB). Please print your name, then sign:	
(Group submission (NAMES OF EMPLOYEES DOING THE SA	ME JOB). Please print your name, then sign: SIGNATURE:	
1	Group submission (NAMES OF EMPLOYEES DOING THE SA	ME JOB). Please print your name, then sign: SIGNATURE: SIGNATURE:	
(! !	Group submission (NAMES OF EMPLOYEES DOING THE SANAME: NAME:	ME JOB). Please print your name, then sign: SIGNATURE: SIGNATURE: SIGNATURE:	
1 1	Group submission (NAMES OF EMPLOYEES DOING THE SANAME: NAME: NAME:	ME JOB). Please print your name, then sign: SIGNATURE: SIGNATURE: SIGNATURE: SIGNATURE: SIGNATURE:	
1 1 1 1	Group submission (NAMES OF EMPLOYEES DOING THE SA NAME: NAME: NAME:	ME JOB). Please print your name, then sign: SIGNATURE: SIGNATURE: SIGNATURE: SIGNATURE: SIGNATURE: SIGNATURE:	
1 1 1 1 1	Group submission (NAMES OF EMPLOYEES DOING THE SANAME: NAME: NAME: NAME: NAME:	ME JOB). Please print your name, then sign: SIGNATURE:	

Section 18 – OUT-OF-SCOPE SUPERVI	ISOR'S COMMENTS					
Please add any additional information or comments and reference the specific JFS section and question as appropriate.						
Immediate Out-of-Scope Supervisor						
Name: (Please print legibly)						
Signature:						
Ç						
Job Title:						
Department:						
Department.						
Work Phone Number:						
F.M. 11.4.11						
E-Mail Address:						
Date:						

Appendix A Sample Key Activity Summary Statements

A

- Accounting
- Accounting operation
- Activities and events
- Administration and communication
- Administration duties
- Administrative activities
- Administrative functions
- Administrative procedures
- Administrative support to executive levels
- Admission, discharges and transfers
- Analysis and detection of epidemics
- Assessment and diagnosis
- Assists with training programs

B

- Budget activities
- Budget administration
- Budget and financial management
- Budget and professional development
- Budget and unit administration
- Budget management
- Budget preparation and control
- Budget unit administration

C

- Carpentry functions
- Cleaning designated areas

- Cleaning functions
- Clerical duties
- Clinical and patient pastoral services
- Clinical nursing practice
- Clinical pharmacy
- Clinical practice
- Clinical services
- Coding and abstracting
- Collaboration and Education
- Committee and coordination activities
- Committee and professional development
- Committee involvement
- Committee participation
- Committee representation
- Committees and communication
- Committees and community liaison
- Committees and meetings
- Communication and coordination
- Communications and public relations
- Community involvement
- Community resources and liaison
- Compiling reports and statistics
- Consultation
- Consultation and collaboration
- Consultation and program development
- Consultation with team
- Contact with medical staff
- Contact with vendor representatives
- Continuing education

- Control and allocation of beds
- Control of expenditures and government regulations
- Coordination and communication
- Coordination of health services functions
- Coordination of internal and external health care professionals
- Counseling
- Counseling and patient education
- Counseling, treatment and referrals

D

- Daily accounts receivable functions
- Department and administrative activities
- Department management
- Development of departments
- Development of nursing education programs
- Development of quality assurance programs
- Diagnosis
- Discharge planning
- Dispensing drugs and monitoring patient profiles
- Drug distribution
- Drug selection and information services

\mathbf{E}

Education

JE: Revised Dec 19/06

- Education (non patient)
- Education and research
- Education consultant
- Education program implementation
- Educational and professional development
- Emergency procedures
- Enforces security, fire and safety regulations
- Equipment testing
- Evaluates radiographs for quality
- Evaluation

F

- Financial and department planning
- Financial management
- Financial systems and controls
- First aid
- Food distribution
- Food preparation
- Food service and nutritional services

G

General office duties

H

- Health records and quality assurance
- Hospital management
- Housekeeping activities
- Human resource and budget management
- Human resource functions
- Human resources management

]

- Installations
- Investigations

L

- Laboratory Aide functions
- Laboratory technical functions
- Labour relations functions
- Laundry operations
- Lawn and garden maintenance
- Life safety programs and services

M

- Mail and filing
- Maintains directory and files
- Maintains inventory control
- Maintenance and administration
- Maintenance and cleanliness
- Maintenance and committee work
- Maintenance and trouble shooting
- Maintenance of equipment
- Maintenance of records
- Maintenance of telephone and records
- Management of department
- Management of Health Records Department
- Management of laboratory
- Management of systems contractors and suppliers
- Management of the library
- Management of volunteers
- Materials management programs
- Media relations
- Medical management

- Menu board maintenance
- Mobilization and transporting of patients
- Monitors entry and exit of visitors/patients in and out of hospital

N

- Narcotic and controlled drugs
- Narcotic control drug auditNursing care process
- Nutritional and dietary assessment

\mathbf{O}

- Occupational therapy program
- Ongoing health program administration
- Operates cash register
- Ordering supplies
- Ordering supplies and inventory
- Orientation
- Orientation of new staff
- Other secretarial functions

P

- Painting functions
- Participation in committees
- Patient care
- Performs electrical circuit installations and completes electrical change requests
- Performs laboratory test procedures
- Performs preventative maintenance
- Performs radiographic examinations
- Pharmacy budget and committees
- Pharmacy functions
- Physiotherapy program
- Planning and organizing

JE: Revised Dec 19/06

- Planning and organizing carpentry activities
- Planning and organizing of daily painting activities
- Planning and organizing plumbing activities
- Planning and unit administration
- Plant maintenance
- Plant operations
- Play therapy
- Plumbing functions
- Policy and procedure development
- Preparation of annual budgets
- Prepares and writes programs
- Processing of doctors orders
- Production reports and records
- Professional development
- Professional growth
- Professional standards
- Program development
- Protection of hospital building and premises
- Provides assistance to departments on request
- Provides information and Library Services
- Provides physical care to patients
- Psycho-social assessment and counseling
- Public inquires
- Public relations
- Pulmonary function testing
- Purchasing activities

Q

- Quality assurance and audit
- Quality assurance and maintenance of equipment
- Quality assurance/control
- Quality control and preventative maintenance

R

- Receipt and delivered items
- Reception and telephone
- Receptionist functions
- Recording and monitoring results
- Releasing information
- Repairs and maintenance to equipment
- Report production
- Reporting and communication
- Reporting and documentation
- Reporting the test results
- Reports and records information required by nursing staff
- Research
- Research and education
- Research into hospital activities
- Respiratory care
- Responds to incoming/outgoing telephone calls and inquires
- Reviewing test results

S

- Scheduling and coordination activities
- Scheduling and processing

- Scoring and interpretation
- Secretarial functions
- Selects, acquires and organizes library materials
- Social work functions
- Sterile product preparation
- Strategic planning
- Supervises activities
- Supervises technicians
- Supervision
- Surveillance of nursing units
- Systems development process
- Systems planning and maintenance

\mathbf{T}

- Teaching and education
- Telephone and reception
- Test administration
- Testing procedure
- Therapeutic counseling and treatment
- Training
- Transcription of medical reports

U

- Unit administration
- Unit management
- Unit nursing specialized activities
- Unit/technical management

\mathbf{W}

• Word processing and typing function

JE: Revised Dec 19/06