

Provincial Job Description

TITLE: PAY BAND: (301) Medical Laboratory Technologist 17

& X-Ray Technician

FOR FACILITY USE:

SUMMARY OF DUTIES:

Performs laboratory/radiology duties for the detection, prevention and management of physiological and pathological conditions.

QUALIFICATIONS:

- ♦ Medical Laboratory Technology diploma plus X-Ray portion of Combined Laboratory and X-Ray Technology diploma
 - ♦ Certified by the Canadian Society for Medical Laboratory Science
 - ♦ Licensed and registered by the College of Medical Laboratory Professionals of Saskatchewan*

KNOWLEDGE, SKILLS & ABILITIES:

- **♦** Basic computer skills
- **♦** Analytical skills
- **♦** Ability to work independently
- **♦** Communication skills
- ♦ Organizational skills
- **♦** Interpersonal skills
- ♦ Valid driver's license, where required by the job

EXPERIENCE:

◆ <u>Previous:</u> No previous experience.

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.
- ♦ 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.

B. Radiographic Procedures

- ♦ Prepares patient (e.g., identification, consent, medical condition, instruction of procedure) for procedures.
- ♦ Prepares patient for imaging (portering, instructing, positioning).
- ♦ Performs radiographic procedures based on CLXT scope of practice.
- ♦ Develops radiographic films, prepares files and transports to requesting physician and/or radiologist.
- Provides and shares images through various computer information systems.
- **♦** Performs electrocardiograms.
- ♦ May assist physicians with stress testing and Holter monitoring.

C. Maintenance / Quality Assurance

- ♦ Maintains, troubleshoots and calibrates equipment according to established standards.
- ♦ Participates in internal and external Quality Assurance/Quality Control programs as required by local protocols and government regulations.

D. <u>Departmental Duties</u>

- ♦ Provides input into capital purchases and budgets.
- ♦ Provides input into research of new techniques and equipment.
- ♦ Represents the department at various meetings.
- ♦ Provides occasional guidance to the primary function of others, including training.
- ♦ Prepares, communicates and files test results and reports.
- **♦** Prepares and reviews statistical reports.
- ♦ Acts as a liaison with other departments and staff.
- ♦ Provides technical expertise and problem solving.
- ♦ May schedule staff and check payroll records.
- **♦** May provide input into policies and procedures.
- **♦** May provide input for performance evaluation and performance review.

E. Related Key Work Activities

- **♦** Maintains inventory and orders supplies.
- ♦ Disposes of biohazardous waste, as per departmental policies and procedures.
- ♦ Performs computer work (e.g., email, data entry, back up).
- ♦ Provides reception/clerical duties (e.g., telephone, faxing, photocopying, scanning, booking appointments).
- ♦ Cleans instruments and work area.

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

*Updated September 22, 2025