



Provincial Job Description

TITLE:
(113) Laboratory Process Worker

PAY BAND:
7

FOR FACILITY USE:

SUMMARY OF DUTIES:

Prepares media and cell cultures. Disinfects, cleans and decontaminates laboratory glassware/equipment.

QUALIFICATIONS:

- ◆ **Grade 12**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills**
- ◆ **Ability to work independently**

EXPERIENCE:

- ◆ **Previous: Six (6) months previous experience working in a medical laboratory.**

KEY ACTIVITIES:

A. Media and Cell Cultures

- ◆ Maintains sterile production of cells for the purpose of growing viruses for diagnosis.
- ◆ Labels and packages plates for stocking/distribution.
- ◆ Performs daily sterility checks and Quality Control.
- ◆ Performs cell counts.
- ◆ Prepares agar plates.
- ◆ Prepares reagents.

B. Cleaning / Disinfecting / Decontamination

- ◆ Collects, disinfects, sterilizes, sorts and stores glassware/plastic ware and supplies.
- ◆ Cleans and disinfects work area(s) and various equipment (e.g., autoclaves, fridges, processors, freezers, counters, shower).
- ◆ Collects contaminated/biohazardous waste, as per departmental procedures and policies, and ensures proper decontamination and disposal.
- ◆ Autoclaves agar and other reagents for various laboratory areas/sections.

C. Related Key Work Activities

- ◆ Conducts regular checks to ensure inventory is adequate.
- ◆ Orders and stocks supplies including reagents.
- ◆ Disposes of expired reagents and other date-sensitive products.
- ◆ Maintains daily record of reagents and agar produced/prepared.
- ◆ Records temperatures of fridge/freezer/paraffin for Quality Control.
- ◆ Mails out supplies and requisitions to physicians' offices (e.g., cytology, pathology, histology).
- ◆ Performs slide inventory (retrieval and filing).
- ◆ Performs related clerical duties.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

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.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

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