



Provincial Job Description

TITLE: (129) Medical Laboratory Technologist II **PAY BAND:** 18

FOR FACILITY USE:

SUMMARY OF DUTIES:

Performs laboratory duties for the detection, prevention, and management of physiological and pathological conditions. Coordinates/leads technical staff and work processes of a laboratory or laboratory discipline/subsection.

QUALIFICATIONS:

- ◆ Medical Laboratory Technology diploma
 - ◆ Certified by the Canadian Society for Medical Laboratory Science
 - ◆ Licensed and registered by the Saskatchewan Society of Medical Laboratory Technologists

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Analytical skills
- ◆ Ability to work independently
- ◆ Communication, organizational and interpersonal skills
- ◆ Valid drivers license, where required by the job

EXPERIENCE:

- ◆ **Previous: Twenty-four (24) months previous experience as a Medical Laboratory Technologist to consolidate knowledge and skills.**

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 (e.g., Provincial Laboratory, TB Laboratory).
- ◆ Organizes and prioritizes specimens based on urgency of request, stability of specimen, and timing protocols.
- ◆ Assesses specimen integrity and maintains stability.
- ◆ Performs laboratory testing and evaluates the validity of those results.
- ◆ Responds to critical values, unexpected results, and urgent requests according to protocols and policies.
- ◆ Performs specialized testing, where required (e.g., electron microscopy, special coagulation).
- ◆ May assist in prioritizing the utilization of blood/blood products.

B. Quality Assurance / Quality Control

- ◆ Participates in Quality Assurance/Quality Control programs as required by local protocols and government regulations.
- ◆ Follows preventative maintenance programs by maintaining instrument logs and recognizing equipment malfunctions.
- ◆ Reviews, monitors and documents Quality Control values.
- ◆ Maintains, troubleshoots and calibrates equipment according to established standards.

C. Administration / Coordination

- ◆ **Coordinates/directs technical staff and work processes of a particular area or subsection of the laboratory.**
- ◆ **Schedules staff and checks payroll records, where required by the job.**
- ◆ **Provides functional advice/technical expertise and problem solving.**
- ◆ **Prioritizes work load and schedules workflow.**
- ◆ **Provides input into and reviews policies and procedures.**
- ◆ **Researches, evaluates and purchases equipment, where required by the job.**
- ◆ **Acts as a liaison with other departments.**
- ◆ **Provides input into budget preparation and strategic planning.**
- ◆ **Manages the documentation of workload measurement statistics.**
- ◆ **Researches and reviews new versus existing methodology.**
- ◆ **Provides orientation and general instruction/training to students and staff.**

D. Clerical

- ◆ **Performs computer work (e.g., documentation, data entry, back-up).**
- ◆ **Provides reception/clerical duties (e.g., answer telephone, fax, photocopy, book appointments).**
- ◆ **Prepares, communicates and files test results/reports.**
- ◆ **Prepares and manages statistical reports, where required by the job.**
- ◆ **Maintains/manages inventory and orders supplies, where required by the job.**
- ◆ **Completes incident reports (e.g., unlabeled/mislabeled specimens, needle pokes).**

E. Related Key Work Activities

- ◆ **Cleans instruments and work area.**
- ◆ **Provides input into capital equipment purchases.**
- ◆ **Disposes of biohazardous waste, as per departmental procedures and policies.**
- ◆ **May perform electrocardiograms (ECGs) and Holter monitoring, where required by the job.**

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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