



Provincial Job Description

TITLE:
(145) Senior Laboratory Assistant

PAY BAND:
13

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**
- ◆ **Communication and interpersonal skills**
- ◆ **Ability to work independently**
- ◆ **Organizational and leadership skills**

EXPERIENCE:

- ◆ **Previous: Eighteen (18) months previous experience as a 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.
- ◆ Collects (e.g., within facility or client home), transports, handles and prepares samples for in-house testing.
- ◆ 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.
- ◆ Assesses specimen integrity/adequacy.
- ◆ Scans bar coded specimens, prints lists and packages specimens for transport.

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 orientation and general instruction/training of students and new staff.

C. Related Key Work Activities

- ◆ Performs various clerical duties (e.g., fax, photocopy, process/file reports, distribute results, book appointments, answer telephone).
- ◆ Performs data entry, completes requisitions for testing and enters patient data/test 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.
- ◆ Ensures proper disposal of specimens.
- ◆ Washes and decontaminates benches, countertops, sinks, cupboards and equipment.

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:

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