



Provincial Job Description

TITLE:
**(300) Combined Laboratory & X-Ray
Technician**

PAY BAND:
14

FOR FACILITY USE:

SUMMARY OF DUTIES:

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

QUALIFICATIONS:

- ◆ Combined Laboratory and X-Ray Technician certificate

KNOWLEDGE, SKILLS & ABILITIES:

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

EXPERIENCE:

- ◆ **Previous:** 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 (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 limited laboratory testing and evaluates the validity of results based on the CLXT scope of practice.
- ◆ Responds appropriately to critical values, unexpected results, and urgent requests.

B. Radiographic Procedures

- ◆ Prepares patient (e.g., identification, consent, medical condition, instruction of procedure) for procedures.
- ◆ Prepares patient by portering, instructing, and positioning.
- ◆ Performs radiographic procedures based on CLXT scope of practice.
- ◆ Develops radiographic films, prepares files and transports to requesting physician and/or radiologist.
- ◆ Performs electrocardiograms, stress testing, and Holter monitoring, where required.

C. Clerical

- ◆ Completes and files various requisitions.
- ◆ Distributes test results.
- ◆ Provides reception/clerical duties (e.g., telephone, fax, photocopying, booking appointments)
- ◆ Maintains daily lab ledger, tabulates daily units, and completes month/year end reports.
- ◆ Performs data entry.
- ◆ Completes incident reports (e.g., unlabeled/mislabeled specimens).

D. Equipment Maintenance / Quality Assurance

- ◆ Maintains equipment, troubleshoots minor repair problems, acts as a liaison with service representatives.
- ◆ Calibrates equipment according to established standards.
- ◆ Participates in internal and external Quality Assurance/Quality Control programs as required by local protocol and regulatory bodies.

E. Departmental Duties

- ◆ Provides input into policies and procedures.
- ◆ 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.
- ◆ May supervise/schedule staff and check payroll records, where required by the job.

F. Related Key Work Activities

- ◆ Performs general cleaning and wash-up duties.
- ◆ Maintains inventory, orders supplies, where required by the job.
- ◆ Disposes of biohazardous waste, as per departmental procedures and policies.

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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