



Provincial Job Description

TITLE: (301) Medical Laboratory Technologist
& X-Ray Technician

PAY BAND: 16

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 Technician certification
- ◆ ECG/Holter monitor training, where required by the job
 - ◆ Certified by the Canadian Society for Medical Laboratory Science
 - ◆ Licensed and registered by the Saskatchewan Society of Medical Laboratory Technologists

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Analytical ability
- ◆ Ability to work independently
- ◆ Communication, organizational and interpersonal skills
- ◆ 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 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 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, where required.
- ◆ 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. Departmental Duties

- ◆ 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 statistical reports, where required by the job.
- ◆ Acts as a liaison with other departments and staff.
- ◆ Provides technical expertise and problem solving.
- ◆ May supervise, 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, orders supplies, where required by the job.
- ◆ Disposes of biohazardous waste, as per departmental procedures and policies.
- ◆ May perform computer work (e.g., data entry, back up).
- ◆ Provides reception/clerical duties (e.g., telephone, faxing, photocopying, 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: January 09, 2012