



Provincial Job Description

TITLE:
**(404) Combined Laboratory and
X-Ray Technician Working
Supervisor**

PAY BAND:
16

FOR FACILITY USE:

SUMMARY OF DUTIES:

Responsible for laboratory and radiology duties associated with the detection, prevention and management of physiological and pathological conditions. Coordinates and leads technical staff and work processes in the lab and X-Ray departments. Performs various administrative duties.

QUALIFICATIONS AND EXPERIENCE:

- ◆ 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

EXPERIENCE

- ◆ **Previous: Twelve (12) months previous working as CLXT to consolidate working knowledge.**

KEY ACTIVITIES:

A. Administration / Supervision

- ◆ **Provides technical direction/functional advice, and direct supervision of staff and students.**
- ◆ **Prioritizes work load and schedules work flow.**
- ◆ **Provides input for performance evaluation and hiring.**
- ◆ **Schedules staff and maintains payroll time sheets.**
- ◆ **Researches, reviews new methodology, technology and operational procedures.**
- ◆ **Manages and maintains communication and information systems for designated work areas.**
- ◆ **Provides orientation and instruction/training to students and new staff.**
- ◆ **Manages and maintains inventory, orders supplies.**
- ◆ **Researches, evaluates and recommends equipment purchases.**
- ◆ **Provides input into budget preparation and strategic planning.**
- ◆ **Works with regional laboratory groups to standardize procedures.**
- ◆ **Acts as a liaison with other departments.**
- ◆ **Manages the documentation of workload measurement statistics.**
- ◆ **Oversees the preparation and maintenance of policies and procedures.**
- ◆ **Prepares and manages statistical reports.**

B. Quality Assurance / Quality Control

- ◆ **Establishes, maintains and monitors Quality Assurance/Quality Control programs as required by local protocols and government regulations.**
- ◆ **Establishes preventative maintenance programs for equipment in consultation with the manufacturer and including acceptable laboratory standards.**
- ◆ **Monitors instrument logs and recognizes equipment malfunction.**
- ◆ **Maintains, troubleshoots, and calibrates equipment according to established standards.**

C. 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.

D. 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.

E. 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.
- ◆ Performs data entry.
- ◆ Completes incident reports (e.g., unlabelled/mislabelled specimens).

F. Related Key Work Activities

- ◆ Performs general cleaning and wash-up duties.
- ◆ 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: January, 2009.