



Provincial Job Description

TITLE:
(522) Laboratory Scientist I

PAY BAND:
15

FOR FACILITY USE:

SUMMARY OF DUTIES:

Performs a variety of analytical procedures, analysis and laboratory duties for the detection, diagnosis, prevention and management of disease and illness.

QUALIFICATIONS:

- ◆ **Baccalaureate of Science Degree with a major in defined science and required courses (Major dependent on specific specialty area, e.g. Chemistry required in Chemistry, Microbiology in Microbiology, etc.).**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills**
- ◆ **Analytical skills**
- ◆ **Ability to work independently**
- ◆ **Communication skills**
- ◆ **Organizational skills**
- ◆ **Interpersonal skills**
- ◆ **Valid drivers license, where required by the job**

EXPERIENCE:

- ◆ **Previous: No previous experience**

KEY ACTIVITIES:

A. Diagnostic Procedures and Analysis

- ◆ **Assesses sample/specimen integrity, maintains stability, transports and prepares samples for testing.**
- ◆ **Performs digestion, hydrolysis and chemical derivitization to convert analytes into detectable forms.**
- ◆ **Performs extraction of endogenous biomarkers, drugs, metabolites and chemical components from complex biological and environmental matrices such as tissue, blood, sewage, etc.**
- ◆ **Organizes and prioritizes specimens/test based on the urgency of request, stability of specimen and timing protocols.**
- ◆ **Stores samples according to sample retention times.**
- ◆ **Performs a variety of laboratory tests, correlates results and evaluates the validity of those results.**
- ◆ **Reviews all pertinent information before confirming abnormal risk calculation.**
- ◆ **Performs specialized, complex and physically demanding tests.**
- ◆ **Consults and liaises with other health officials and outside agencies.**
- ◆ **Validates documentation to ensure requisition corresponds with specimen.**
- ◆ **Interprets and communicates results.**

B. Quality Assurance/Quality Control

- ◆ **Participates in Quality Assurance/Quality Control programs as required by local protocols, government regulations and accreditation standards.**
- ◆ **Performs and records quality control checks on all equipment.**
- ◆ **Follows preventative maintenance programs by maintaining instrument and equipment logs and recognizing & correcting malfunctions.**
- ◆ **Follows safety protocols in accordance with the Canadian Biosafety Standards and Guidelines and the Human Pathogen Toxin Act (HPTA).**
- ◆ **Investigates and performs follow up activities on discrepancies.**
- ◆ **Maintains, troubleshoots and programs equipment.**
- ◆ **Verification of method accuracy, precision and uncertainty for each test annually.**
- ◆ **Assists with internal audits.**

C. Statistical/Administrative

- ◆ Performs computer work.
- ◆ Fills data requests.
- ◆ Provides data analysis and manipulation using specialized statistical software.
- ◆ Provides reception/clerical duties (e.g., telephone/scanning/faxing/photocopying).
- ◆ Prepares, communicates and files test results and reports.
- ◆ Maintains inventory and orders supplies.
- ◆ Completes incident and improvement reports.
- ◆ Maintains record of disposed samples, media, reagents and records as per department procedures and policies.

D. Related Key Work Activities

- ◆ Maintains, operates and calibrates equipment according to established standards for extraction, amplification and detection.
- ◆ Cleans instruments, equipment and work areas.
- ◆ Provides occasional guidance to the primary function of others, including training.
- ◆ Provides input into capital equipment purchases.
- ◆ Provides input, review and adds corrections to policies and procedures.
- ◆ Disposes of biohazardous and chemical waste, as per department policies and procedures.
- ◆ Maintains a contamination free environment.
- ◆ Participates in the development and implementation of new projects or methodologies.
- ◆ Participates in interviews and assessments by external accreditors.

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: December 11, 2018