



# *Provincial Job Description*

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***TITLE:***  
**(522) Laboratory Scientist I**

***PAY BAND:***  
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***FOR FACILITY USE:***

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***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:***

- ◆ **Intermediate 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, adequate volume, 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.**
- ◆ **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, evaluates the validity of those results and analyzes complex patient 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.**
- ◆ **Responds to critical values, unexpected results, unusual findings and urgent results according to protocols and standards.**

### **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 professional/legislative requirements.**
- ◆ **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.
- ◆ Participates in research projects/experiments.

*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: September 14, 2021*