



Provincial Job Description

TITLE:
(523) Laboratory Scientist II

PAY BAND:
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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. Coordinates/ leads technical staff and work processes of a laboratory or laboratory discipline.

QUALIFICATIONS:

- ◆ Baccalaureate of Science Degree with a major in a 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:** Twenty-four (24) months previous discipline specific experience to consolidate knowledge and skills.

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/tests based on the urgency of request, stability of specimen and timing protocols.**
- ◆ **Stores samples according to sample retention times.**
- ◆ **Performs a variety of laboratory testing, correlates results and evaluates the validity of those results.**
- ◆ **Responds to critical values, unexpected results, unusual findings and urgent results according to protocols and policies.**
- ◆ **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.**
- ◆ **Provides detailed interpretation of results for clients/physicians including expert opinions and guidance.**
- ◆ **Responsible for assay development to improve on current methodologies for a timelier and accurate patient result.**

B. Quality Assurance/Quality Control

- ◆ **Participates in Quality Assurance/Quality Control programs as required by local protocols, government regulations and accreditation standards.**
- ◆ **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 in discrepancies.**
- ◆ **Maintains, troubleshoots and programs equipment according to established protocols.**
- ◆ **Diagnoses instrument malfunctions and breakdown.**

- ◆ Verification of method accuracy, precision and uncertainty for each test annually.
- ◆ Assists in performing internal audits.
- ◆ Establishes quality control criteria and ranges during implementation of new tests.
- ◆ Authorizes, audits and observes quality control for trends and biases.
- ◆ Identifies changes in assay performance that may not be flagged by regular quality control procedures.

C. Statistical/Administrative

- ◆ Performs computer work.
- ◆ Audits calculated tests.
- ◆ Fills data requests.
- ◆ Provides data analysis and manipulation using specialized statistical software.
- ◆ Provides reception/clerical duties (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. Coordination

- ◆ Coordinates/directs technical staff and work processes of a particular area or subsection.
- ◆ Schedules staff where required by job.
- ◆ Provides functional advice/technical expertise and problem solving.
- ◆ Prioritizes work load and schedules workflow.
- ◆ Writes, reviews and implements policies and procedures.
- ◆ Researches, evaluates and recommends purchase of equipment.
- ◆ Acts as a liaison with other departments.
- ◆ Provides input into budget and strategic planning.
- ◆ Constructs, calculates and documents quality indicators.
- ◆ Researches and reviews new versus existing methodologies.

E. Related Key Work Activities

- ◆ Maintains, operates and calibrates equipment according to established standards for extraction, amplification and detection.
- ◆ Performs method validation for new technologies/methodologies.
- ◆ Cleans instruments, equipment and work areas.
- ◆ Disposes of biohazardous and chemical waste as per department policies and procedures.
- ◆ Maintains a contamination free environment.
- ◆ Designs, executes and summarizes research experiments for supervisor review.
- ◆ 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