



# *Provincial Job Description*

---

**TITLE:** (524) Laboratory Scientist Supervisor      **PAY BAND:** 19

---

**FOR FACILITY USE:**

---

***SUMMARY OF DUTIES:***

Supervises technical staff and work process of assigned disciplines of a laboratory. 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 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
- ◆ Leadership skills
- ◆ Valid drivers license, where required by the job

## ***EXPERIENCE:***

- ◆ **Previous: Forty-eight (48) months previous discipline related experience to consolidate the knowledge and skills.**

## ***KEY ACTIVITIES:***

### **A. Administrative/Supervision**

- ◆ **Responsible for direct supervision of all staff and students**
- ◆ **Provides functional advice/technical expertise and problem solving**
- ◆ **Prioritizes work load and schedules workflow**
- ◆ **Provides input into performance appraisals**
- ◆ **Develops effective working relationships as the section**
- ◆ **Schedules staff**
- ◆ **Researches and implements new methodologies and procedures**
- ◆ **Manages and maintains communication and information systems for designates work areas**
- ◆ **Provides specific, detailed instructions/training to students and staff**
- ◆ **Manages and maintains inventory and orders supplies**
- ◆ **Researches, evaluates and recommends purchase of equipment**
- ◆ **Provides input into budget and strategic plan**
- ◆ **Works with other laboratory groups to standardize procedures**
- ◆ **Acts as a liaison with other departments**
- ◆ **Constructs, calculates and documents quality indicators and workload statistics**
- ◆ **Writes, reviews and implements policies and procedures specific to particular area**
- ◆ **Performs computerized and manual inventory management**
- ◆ **Audits calculated tests**
- ◆ **Fills data requests and manages statistical reports**
- ◆ **Provides data analysis and manipulation using specialized statistical software**
- ◆ **Provides reception/clerical duties (telephone, faxing, photocopying)**
- ◆ **Prepares, communicates and files test results and reports**
- ◆ **Completes incident and improvement reports; tracking root causes and taking actions to correct problems (e.g. equipment, QC, procedures)**
- ◆ **Maintains record of disposed samples, media, reagents and records as per department procedures and policies**
- ◆ **Participates in on-site interviews and assessments by external accreditors**
- ◆ **Coordinates and evaluates practical and theoretical education of students and documents progress to educational institution**

## **B. Quality Assurance/Quality Control**

- ◆ Follows safety protocols in accordance with the Canadian Biosafety Standards and Guidelines and the Human and Pathogen Toxin Act (HPTA).
- ◆ Investigates and performs follow-up activities on discrepancies.
- ◆ Maintains, troubleshoots and programs equipment according to established and unestablished protocols.
- ◆ Monitors and diagnoses instrument malfunctions and breakdown.
- ◆ Verification of method accuracy, precision and uncertainty for each test annually.
- ◆ Responds to performing internal audits.
- ◆ Establishes quality control criteria and ranges during implementation of new tests.
- ◆ Authorizes, audits, maintains and monitors quality control programs.
- ◆ Identifies changes in assay performance that may not be flagged by regular quality control procedures.
- ◆ Responds to and implements corrective actions to accreditation citations.
- ◆ Reviews and authorizes final testing reports for accuracy and validity; investigates compromised or erroneous test results, resolves related problems and completes required documentation.
- ◆ Establish preventative maintenance programs for equipment in consultation with the manufacturer and including acceptable laboratory standards.

## **C. 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.
- ◆ Ensures technical methodologies and procedures are followed accurately, efficiently and safely in accordance with established departmental and clinical policies, procedures and standards.

**D. Related Key Work Activities**

- ◆ Maintains, operates and calibrates equipment according to established standards for extraction, amplification and detection.
- ◆ Performs novel method validation for new technologies/methodologies where no accepted standard of practice is available.
- ◆ Cleans instruments, equipment and work areas.
- ◆ Disposes of biohazardous and chemical waste, as per department policies and procedures.
- ◆ Maintains a contamination free environment.
- ◆ Research experiments are designed and executed.
- ◆ Tracking root causes and taking actions to correct problems (e.g. equipment, QC, procedures).
- ◆ Ensures cost effective use of reagents, supplies and testing methods.
- ◆ Contributes to present or defend scientific findings for publication and/or presentation.
- ◆ Periodically appears in court/inquests to explain/defend laboratory results.

*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**