



Provincial Job Description

TITLE: **PAY BAND:**
(070) Medical Laboratory Technologist I 16

FOR FACILITY USE:

SUMMARY OF DUTIES:

Performs laboratory duties for the detection, prevention and management of physiological and pathological conditions.

QUALIFICATIONS:

- ◆ **Medical Laboratory Technology diploma**
 - ◆ **Certified by the Canadian Society for Medical Laboratory Science**
 - ◆ **Licensed and registered by the Saskatchewan Society of Medical Laboratory Technologists.**

KNOWLEDGE, SKILLS & ABILITIES:

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

EXPERIENCE:

- ◆ **Previous: No previous experience.**

KEY ACTIVITIES:

A. 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/tests based on urgency of request, stability of specimen and timing protocols.
- ◆ Assesses specimen integrity and maintains stability.
- ◆ Performs laboratory testing, correlates results and evaluates the validity of those results.
- ◆ Responds to critical values, unexpected results and urgent requests according to protocols and policies.
- ◆ Performs specialized testing, where required (e.g., bone marrow, allergen testing).
- ◆ May assist in prioritizing the utilization of blood/blood products.

B. Quality Assurance / Quality Control

- ◆ Participates in Quality Assurance/Quality Control programs as required by local protocols and government regulations.
- ◆ Follows preventative maintenance programs by maintaining instrument logs and recognizing equipment malfunctions.

C. Clerical

- ◆ Performs computer work (e.g., data entry, back up).
- ◆ Provides reception/clerical duties (e.g., telephone, faxing, photocopying, booking appointments).
- ◆ Prepares, communicates and files test results and reports.
- ◆ Prepares statistical reports, where required by the job.
- ◆ Maintains inventory and orders supplies, where required by the job
- ◆ Completes incident reports (e.g., unlabeled/mislabeled specimens, needle pokes).

D. Related Key Work Activities

- ◆ Cleans, maintains, troubleshoots, and calibrates equipment according to established standards.
- ◆ Cleans instruments and work area.
- ◆ Provides occasional guidance to the primary function of others, including training.
- ◆ Provides input into capital equipment purchases.
- ◆ Provides input into policies and procedures.
- ◆ Disposes of biohazardous waste, as per department procedures and policies.
- ◆ May perform ECG's and Holter monitors, where required by the job.

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: 2005

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