



Provincial Job Description

TITLE:
**(134) Medical Laboratory Technologist
Supervisor**

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Supervises technical staff and work processes of assigned disciplines of a laboratory. Performs laboratory duties associated with 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:

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

EXPERIENCE

- ◆ **Previous: Forty-eight (48) months previous discipline-related experience to consolidate knowledge and skills, with a basic knowledge of other disciplines within the department.**

KEY ACTIVITIES:

A. Administration / Supervision

- ◆ Provides direct supervision of staff and students.
- ◆ Provides functional advice/technical expertise and problem solving.
- ◆ Prioritizes work load and schedules work flow.
- ◆ Provides input for performance evaluation, performance reviews and hiring.
- ◆ Schedules staff and maintains payroll time sheets.
- ◆ Researches, reviews and implements new methodologies and operational procedures.
- ◆ Manages and maintains communication and information systems for designated work areas.
- ◆ Provides orientation and instruction/training to students and new staff.
- ◆ Manages and maintains inventory, orders supplies.
- ◆ Researches, evaluates and recommends equipment purchases.
- ◆ Provides input into budget preparation and strategic planning.
- ◆ Works with regional laboratory groups to standardize procedures.
- ◆ Acts as a liaison with other departments.
- ◆ Manages the documentation of workload measurement statistics.
- ◆ Oversees the preparation and maintenance of policies and procedures.
- ◆ Researches and reviews new versus existing technology and methodology.
- ◆ Prepares and manages statistical reports.

B. Quality Assurance / Quality Control

- ◆ Establishes, maintains and monitors Quality Assurance/Quality Control programs as required by local protocols and government regulations.
- ◆ Establishes preventative maintenance programs for equipment in consultation with the manufacturer and including acceptable laboratory standards.
- ◆ Monitors instrument logs and recognizes equipment malfunction.
- ◆ Maintains, troubleshoots, and calibrates equipment according to established standards.

C. 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 based on urgency of request, stability of specimen, and timing protocols.
- ◆ Assesses specimen integrity and maintains stability.
- ◆ Performs laboratory testing and evaluates the validity of results.
- ◆ Responds appropriately to critical values, unexpected results, and urgent requests.
- ◆ Performs specialized testing, where required by the job (e.g., bone marrow, allergen testing).

D. Related Key Work Activities

- ◆ Performs computer work (e.g., documentation, statistics).
- ◆ Provides reception/clerical duties (e.g., answer telephone, fax, photocopy, book appointments).
- ◆ Prepares, communicates and files test results and reports.
- ◆ Cleans instruments and work area.
- ◆ Disposes of biohazardous waste, as per departmental procedures and policies.

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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