



# *Provincial Job Description*

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***TITLE:***  
**(259) Laboratory Services Worker**

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

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***SUMMARY OF DUTIES:***

Decontaminates, cleans and disinfects laboratory glassware/equipment and disposes of biohazardous waste. Performs clerical duties.

***QUALIFICATIONS:***

- ◆ **Grade 12**

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ **Basic computer skills**
- ◆ **Basic medical terminology**
- ◆ **Ability to work independently**

***EXPERIENCE:***

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

## ***KEY ACTIVITIES:***

### **A. Decontaminate / Clean / Disinfect**

- ◆ Collects, disinfects, sterilizes, cleans, sorts, and returns glassware/plastic ware and supplies.
- ◆ Cleans and disinfects work area(s) and various equipment (e.g., autoclaves, fridges, processors, freezers, counters, shower).
- ◆ Collects contaminated/biohazardous waste and ensures proper decontamination and disposal, as per departmental procedures and policies.

### **B. Clerical**

- ◆ Prints labels.
- ◆ Files photocopies, scans and faxes reports.
- ◆ Files slides.
- ◆ Receives and logs specimens.
- ◆ Prepares specimens for shipping.
- ◆ Performs data entry.
- ◆ Receives and delivers mail.

### **C. Related Key Work Activities**

- ◆ Conducts regular checks to ensure inventory is adequate.
- ◆ Orders and stocks supplies, including reagents.
- ◆ Disposes of expired reagents and other date-sensitive products.
- ◆ Maintains daily/weekly record of reagents prepared and equipment cleaned.
- ◆ Records temperatures of fridge/freezer/paraffin for quality control.
- ◆ Mails out supplies and requisitions to physicians' offices (e.g., cytology, pathology, histology).
- ◆ Maintains slide inventory (retrieval and filing).
- ◆ Prepares formalin jars.
- ◆ Performs quality control procedures on sterilization and glass wash equipment.
- ◆ Maintains quality control logs.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.
- ◆ Packages/wraps instruments/equipment for sterilization, 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.*

***Validating Signatures:***

***CUPE:***

***SEIU:***

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***SGEU:***

***SAHO:***

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***Date: December 13, 2017***