



Provincial Job Description

TITLE:
**(300) Combined Laboratory & X-Ray
Technologist**

PAY BAND:
14

FOR FACILITY USE:

SUMMARY OF DUTIES:

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

QUALIFICATIONS:

- ◆ Combined Laboratory and X-Ray Technology diploma

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Analytical skills
- ◆ Communication skills
- ◆ Organizational skills
- ◆ Interpersonal skills
- ◆ Ability to work independently
- ◆ Valid driver's 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 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 based on the CLXT scope of practice.
- ◆ Responds appropriately to critical values, unexpected results, and urgent requests.

B. Radiographic Procedures

- ◆ Prepares patient (e.g., identification, consent, medical condition, instruction of procedure) for procedures.
- ◆ Prepares patient by portering, instructing, and positioning.
- ◆ Performs radiographic procedures based on CLXT scope of practice.
- ◆ Develops radiographic films, prepares files and transports to requesting physician and/or radiologist.
- ◆ Performs electrocardiograms, stress testing, and Holter monitoring, where required.

C. Clerical

- ◆ Completes and files various requisitions.
- ◆ Completes laboratory reports and distributes test results.
- ◆ Provides reception/clerical duties (e.g., telephone, fax, photocopying, booking appointments)
- ◆ Maintains daily lab ledger, tabulates daily units, and completes month/year end reports.
- ◆ Performs data entry.
- ◆ Completes incident reports (e.g., unlabeled/mislabelled specimens).

D. Equipment Maintenance / Quality Assurance

- ◆ Maintains equipment, troubleshoots minor repair problems, acts as a liaison with service representatives.
- ◆ Calibrates equipment according to established standards.
- ◆ Participates in internal and external Quality Assurance/Quality Control programs as required by local protocol and regulatory bodies.

E. Departmental Duties

- ◆ Provides input into policies and procedures.
- ◆ Provides input into capital purchases and budgets.
- ◆ Provides input into research of new techniques and equipment.
- ◆ Represents the department at various meetings.
- ◆ Provides occasional guidance to the primary function of others, including training.
- ◆ May replace and/or schedule staff and check payroll records, where required by the job.

F. Related Key Work Activities

- ◆ Performs general cleaning and wash-up duties.
- ◆ Maintains inventory, orders supplies, where required by the job.
- ◆ Disposes of biohazardous waste, as per departmental procedures and policies.
- ◆ Orders, receives and issues blood products, where required.

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: February 4, 2013