



# *Provincial Job Description*

---

***TITLE:***  
**(301) Medical Laboratory Technologist  
& X-Ray Technician**

***PAY BAND:***  
**17**

---

***FOR FACILITY USE:***

---

***SUMMARY OF DUTIES:***

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

***QUALIFICATIONS:***

- ◆ **Medical Laboratory Technology diploma plus X-Ray portion of Combined Laboratory and X-Ray 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 skills**
- ◆ **Organizational skills**
- ◆ **Interpersonal skills**
- ◆ **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, correlates results and evaluates the validity of those results.
- ◆ Responds to critical values, unexpected results and urgent requests according to protocols and policies.

### **B. Radiographic Procedures**

- ◆ Prepares patient (e.g., identification, consent, medical condition, instruction of procedure) for procedures.
- ◆ Prepares patient for imaging (portering, instructing, positioning).
- ◆ Performs radiographic procedures based on CLXT scope of practice.
- ◆ Develops radiographic films, prepares files and transports to requesting physician and/or radiologist.
- ◆ Provides and shares images through various computer information systems.
- ◆ Performs electrocardiograms.
- ◆ May assist physicians with stress testing and Holter monitoring.

### **C. Maintenance / Quality Assurance**

- ◆ Maintains, troubleshoots and calibrates equipment according to established standards.
- ◆ Participates in internal and external Quality Assurance/Quality Control programs as required by local protocols and government regulations.

**D. Departmental Duties**

- ◆ 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.
- ◆ Prepares, communicates and files test results and reports.
- ◆ Prepares statistical reports.
- ◆ Acts as a liaison with other departments and staff.
- ◆ Provides technical expertise and problem solving.
- ◆ May schedule staff and check payroll records.
- ◆ May provide input into policies and procedures.
- ◆ May provide input for performance evaluation and performance review.

**E. Related Key Work Activities**

- ◆ Maintains inventory and orders supplies.
- ◆ Disposes of biohazardous waste, as per departmental policies and procedures.
- ◆ Performs computer work (e.g., email, data entry, back up).
- ◆ Provides reception/clerical duties (e.g., telephone, faxing, photocopying, scanning, booking appointments).
- ◆ Cleans instruments and work area.

*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: July 25, 2017*