



# *Provincial Job Description*

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***TITLE:***  
**(408) Medical Diagnostic Technician**

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

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***SUMMARY OF DUTIES:***

Performs laboratory/radiology duties for the detection, prevention and management of physiological and pathological conditions. Performs a variety of tests beyond the scope of a Certified Laboratory and X-ray Technician (e.g., liver function testing, blood banking). Calibrates, maintains and repairs Laboratory and X-ray equipment.

***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:** Twelve (12) months previous experience as a Certified Laboratory and X-ray Technician.

## ***KEY ACTIVITIES:***

### **A. Specimen Procurement and Analysis**

- ◆ Prepares patient for specimen procurement (e.g., identification, consent, medical condition, procedure instruction).
- ◆ 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 limited laboratory testing and evaluates the validity of results based on the CLXT scope of practice as well as other tests beyond the scope of CLXT scope of practice.
- ◆ Responds appropriately to critical values, unexpected results and urgent requests.
- ◆ Performs Blood Bank testing duties as authorized by the Laboratory Licensing body.
- ◆ Performs liver function testing, acetaminophen and salicylate level testing.
- ◆ Performs CSF, Urine Protein, Cholesterol, HDL, LDH, Triglycerides and Uric Acid analysis.

### **B. Radiographic Procedures**

- ◆ Prepares patient for procedures (e.g., identification, consent, medical condition, procedure instruction).
- ◆ 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.

### **C. Equipment Maintenance / Quality Control**

- ◆ Monitors equipment and performs regular corrective and preventative maintenance in accordance with manufacturer guidelines and ensures proper calibration for safe and efficient operation.
- ◆ Troubleshoots and repairs equipment problems, acts as a liaison with service representatives.
- ◆ Calibrates equipment according to established standards (e.g., chemistry analyser).
- ◆ Participates in quality control programs as required by local protocol and regulatory bodies.
- ◆ Maintains Laboratory and X-Ray equipment including dismantling and reassembling specific pieces of equipment in need of repair (e.g., X-ray and Developer Unit).
- ◆ Maintains all quality assurance logs.

**D. Clerical**

- ◆ **Completes and files various requisitions.**
- ◆ **Distributes test results.**
- ◆ **Provides reception/clerical duties (e.g., answer telephone, fax, photocopy, book appointments).**
- ◆ **Maintains daily laboratory ledger, tabulates daily units and completes month/year-end reports.**
- ◆ **Performs data entry.**
- ◆ **Completes incident reports (e.g., unlabeled/mislabeled specimens).**

**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.**
- ◆ **Provides occasional guidance to the primary function of others, including training.**
- ◆ **May supervise/schedule staff and check payroll records.**

**F. Related Key Work Activities**

- ◆ **Washes and decontaminates benches, countertops, sinks, cupboards and equipment.**
- ◆ **Maintains inventory and orders supplies.**
- ◆ **Disposes of biohazardous waste, as per department 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.*

*Validating Signatures:*

*CUPE:*

*SEIU:*

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*SGEU:*

*SAHO:*

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*Date: January 20, 2021*