Provincial Job Description

TITLE:

(458) Senior Combined Laboratory &
X- Ray Technologist

PAY BAND:

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FOR FACILITY USE:

SUMMARY OF DUTIES:

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

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 Combined Laboratory & X-Ray Technologist to consolidate knowledge and skills.**

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 dispatch 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.**
♦ **Reviews radiographic images, prepares files and sends to requesting physician and/or radiologist.**
♦ **Performs electrocardiograms, stress testing, and Holter monitoring.**

C. Administration / Coordination

♦ **Coordinates and/or directs technical staff and work processes of the department(s).**
♦ **Schedules staff and verifies payroll records.**
♦ **Provides functional advice/technical expertise and problem solving.**
♦ **Provides general instruction/training to students and staff.**
♦ **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.**
♦ **Acts as a liaison with other departments and external stakeholders.**
♦ **May provide input into performance evaluations.**

D. Quality Assurance / Quality Control

♦ **Participates in and may assist in organizing/implementing internal and external quality assurance/quality control programs as required by local protocol and regulatory bodies.**
♦ **Reviews, monitors and documents quality control values.**
♦ **Maintains equipment, troubleshoots minor repairs and acts as a liaison with service representatives.**
♦ **Calibrates equipment according to established standards.**

E. 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/mislabeled specimens).**

F. Related Key Work Activities

♦ **Performs general cleaning and wash-up duties.**
♦ **Maintains inventory, orders supplies.**
♦ **Disposes of biohazardous waste, as per departmental procedures and policies.**
♦ **Orders, receives and issues blood products.**

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 19, 2021