



Provincial Job Description

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

PAY BAND:
15

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.
- ◆ Develops and/or prints radiographic films/images, prepares files and sends to requesting physician and/or radiologist.
- ◆ Performs electrocardiograms, stress testing, and Holter monitoring, where required.

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 orientation and 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 (e.g., Physicians, Nursing, laboratory licensing).
- ◆ 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 repair problems, 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, 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: October 8, 2013