



UNION JOB DESCRIPTION

JD1350

JOB TITLE:	Laboratory Assistant - Microbiology	JOB DESCRIPTION NO.:	F.CI.15205.003
CLASSIFICATION:	Lab Assistant II (A)	GRID/PAY LEVEL:	F SD18
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	15205
UNION:	HEU	JOB/CLASS CODE:	15205
PROGRAM/DEPARTMENT:	Laboratory Medicine	BENCHMARKS (If Applicable):	15205
REPORTING TO:	Manager or designate		
FACILITY/SITE:	Nanaimo Regional General Hospital (NRGH)		

JOB SUMMARY:

In accordance with the Mission, Vision and Values, and strategic directions of Vancouver Island Health Authority patient safety is a priority and a responsibility shared by everyone at VIHA and as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Responsible for the preparation, packaging and quality control of prepared microbiology plates and tubes, and for the receipt, accessioning, and preparation of Microbiology specimens for analysis or shipment.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Prepares plates and tubes of prepared media by weighing, autoclaving and pouring plates and tubes according to formulas and standards set down by the Microbiology Technical Specialist.
2. Maintains, cleans and performs minor repairs of the automatic plate pouring equipment.
3. Checks media batches for contamination in accordance with established procedure.
4. Date stamps plates, rotates fridge stock and ensures stock prepared media on hand at all times.
5. Bags plated media and kits destined for other facilities.
6. Maintains cleanliness of the media preparation area including the cleaning of fridge's, water baths, incubators and autoclave.
7. Ensures stock of raw media and supplies and requests the acquisition of more when necessary, in accordance with established levels.
8. Files updates of media formulas and preparation procedures, as approved.
9. Prepares solutions and maintains Materiel Safety Data Sheet (MSDS) files for the Laboratory.
10. Maintains a monthly record of monthly usages of media for the hospital and for regional hospitals and prices the invoices monthly.
11. Enters physician orders for microbiology tests on patients into the Laboratory Information System (LIS). Where appropriate, includes codes which generate billing protocols in the Business Office.
12. Prepares Microbiology specimens for analysis and/or shipment, including plating of specimens.
13. Assists with the filling of weekly regional media orders, by packaging media.

14. Conducts orientation to the area as required, by demonstrating procedures.

15. Performs other related duties as required.

QUALIFICATIONS:

Education, Training And Experience

Grade 12, successful completion of a recognized Lab Assistant training program plus one year recent related experience or an equivalent combination of education, training and experience.

Skills And Abilities

- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out the duties of the position.
- Ability to operate related equipment.
- Ability to organize work.