



UNION JOB DESCRIPTION

JD2748

JOB TITLE:	Night Shift Coordinator	JOB DESCRIPTION NO.:	P.CI.32300.010
CLASSIFICATION:	Medical Laboratory Technologist S2 - Up to 8 FTE	GRID/PAY LEVEL:	H-D-S2A
COLLECTIVE AGREEMENT:	Health Science Professionals	HSCIS NO.:	32821
UNION:	HSA	JOB/CLASS CODE:	32821
PROGRAM/DEPARTMENT:	Laboratory	BENCHMARKS (If Applicable):	
REPORTING TO:	Section Head		
FACILITY/SITE:	Nanaimo Regional General Hospital		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health), patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Section Head, responsible for the operation of the night shift by supervising night shift staff, carrying out related administrative duties, and performing laboratory procedures such as collecting, preparing, processing and testing laboratory specimens that are used by physicians in the diagnosis and treatment of patients.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Supervises designated night shift staff by performing duties such as coordinating work assignments, evaluating, orienting, coaching and scheduling assigned staff. Participates in the selection and performance reviews of section staff.
2. Evaluates quality control information and takes corrective action as required. Forwards information to appropriate staff and Manager.
3. Performs analytical laboratory procedures such as chemical, microscopic, physiological, and bacterial tests in order to obtain data for use by physicians in the diagnosis and treatment of disease.
4. Collects, prepares and processes laboratory specimens for analysis.
5. Enters, retrieves, records and stores written or computer-based information and statistics related to specimen procurement, analysis and transport.
6. Performs electrocardiograms as required.
7. Performs routine instrument maintenance, cleaning and calibration.
8. Cleans and tidies work area.
9. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Successful completion of a recognized diploma program in Medical Laboratory Technology. Eligible for certification with the Canadian Society for Medical Laboratory Science (CSMLS). Two years recent related experience in an

appropriate laboratory discipline.

Skills And Abilities

- Demonstrated supervisory and leadership skills.
- Demonstrated problem-solving, organizational and decision-making skills.
- Ability to communicate effectively, both verbally and in writing.
- Ability to deal effectively with others including staff, patients and physicians.
- Demonstrated ability to operate related laboratory equipment.
- Physical ability to carry out the duties of the position.
- Ability to organize and prioritize work in order to meet deadlines.