



UNION JOB DESCRIPTION

JD299

JOB TITLE:	Supervisor, Medical Laboratory Assistant	JOB DESCRIPTION NO.:	40477/F.VI.10607I.001
CLASSIFICATION:	Medical Transcriptionist Supervisor III ; Lab Assistant IV	GRID/PAY LEVEL:	F 29
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	10607; 15204
UNION:	HEU	JOB/CLASS CODE:	SI: 40477; CNI: 10607i
PROGRAM/DEPARTMENT:	Laboratory Medicine, Community & Support Services	BENCHMARKS (If Applicable):	10607; 15204
REPORTING TO:	Team Leader or Chief Technologist		
FACILITY/SITE:	VIHA-SI (VGH, RJH & SPH); VIHA-CI (Cowichan District Hospital (Quw'utsun Valley Hospital), NRGH, WCGH); VIHA-NI (CRH)		

JOB SUMMARY:

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

Reports to the Team Leader or Chief Technologist. Utilizing a variety of specialized computer software applications, and as member of a multidisciplinary health care team, the Supervisor, Medical Laboratory Assistant is responsible for the day-to-day administrative operation of assigned areas; supervises and directs more than ten (10) assigned laboratory staff; and performs a variety of laboratory procedures and tests.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Supervises more than ten (10) assigned laboratory staff by performing duties such as scheduling and coordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
2. Provides work direction including planning, delivering and evaluating in-servicing and other training to support, mentor and coach staff development. Communicates policies and procedures by written form and by providing verbal direction. Participates in orientation processes in cooperation with the Team Leader to meet operational needs, including participating in various meetings, committees, and orientation of new staff and students, as required.
3. Oversees the workflow of the assigned medical laboratory areas by establishing work schedules and priorities, organizing assignments and tasks to meet operational needs and allocating and adjusting the work among assigned staff as needed. Resolves most day-to-day operational issues independently, such as procedures, day-to-day workload, and staff schedules independently, referring more complex, disciplinary or contentious issues to the Team Leader. Gathers and reports operational statistics for assigned areas. Advises the Team Leader of any ongoing deficiencies in systems, programs, services and resources.
4. Participates in the development of operating procedures and work processes for a variety of medical laboratory assistant functions; oversees and updates standards and procedures for assigned area. Participates in quality improvement of laboratory services by completing quality improvement forms, monitoring and identifying trends and suggesting improvements procedures.
5. Participates in the recruitment process by interviewing and making selection recommendations. Provides training and orientation of staff and students ensuring standardization of procedures. Identifies opportunities for staff development.

6. Maintains scheduling and timekeeping records for assigned staff and ensures timekeeping data is submitted in accordance with established policies and procedures.
7. Within the scope of accepted professional standards, performs a variety of laboratory procedures and tests, such as electrocardiogram tracings and obtaining, preparing, distributing and shipping biological specimens, by operating equipment, analyzing and recording data for interpretation, notifying appropriate health care professionals and/or referring results for interpretation, maintaining statistics and records of test results, and filing completed reports.
8. Performs routine laboratory procedures, including blood and other specimen collection and preparation, and analytical testing such as urinalysis, sugar by glucose meter and pregnancy testing, and performs phlebotomy and prepares biological specimens, as required.
9. Performs clerical functions such as recording unit values, entering information from requisitions into the computer, telephoning test results, making appointments, data entry, and filing. Retrieves archived reports as required.
10. Authorizes and approves overtime for assigned staff and minor operational expenditures to maintain an adequate inventory and supply of equipment, tools and materials, and arranges for the repair, maintenance, service or replacement of malfunctioning, expired or obsolete supplies and equipment as directed and in accordance with established procedures.
11. Monitors expenditures and makes recommendations regarding budget. Advises Team Leader of opportunities for improved efficiencies and ongoing deficiencies in systems, services and resources, recognizing and reporting poor resource utilization. Participates in the review and assessment of the operational performance and planning processes for assigned areas and provides input and recommendations for policy and procedure development and implementation, including recommending changes where appropriate.
12. Ensures adherence to safe practices and procedures and compliance with Workers' Compensation Board and Transportation of Dangerous Goods regulations and standards, including maintaining records of current Material Safety Data Sheets and compliance with Workplace Hazardous Material Information System. Communicates and interprets regulations and standards to designated staff.
13. Cooperates and collaborates with the Occupational Health & Safety Committee, by performing regular workplace inspections, investigation of injuries and related documentation, and participating in fire prevention and disaster plans as required.
14. Promotes a safe and healthy working environment by observing universal precautions and infection control procedures; removing obvious hazards; reporting faulty equipment, accidents, injuries and near misses; and adhering to and enforcing rules regarding safety.
15. Performs other related duties as required.

QUALIFICATIONS:

Education, Training And Experience

Grade 12; Graduation from a recognized Medical Laboratory Assistant Training Program; and three (3) years recent related experience, including one (1) year in a supervisory capacity; or an equivalent combination of education, training and experience.

Skills And Abilities

- Ability to supervise
- 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 organize work
- Ability to operate related equipment, including a computer utilizing a variety of software applications