UNION JOB DESCRIPTION

JD3876

JOB TITLE:	Lab Assistant - Pathology	**JOB DESCRIPTION NO.:**	F.CI.15205P.005/F.NI.15205P.004
CLASSIFICATION:	Lab Assistant II (A) ; Clerk, Laboratory	**GRID/PAY LEVEL:**	F SD18
COLLECTIVE AGREEMENT:	Facilities Subsector	**HSCIS NO.:**	15205; 10325
UNION:	HEU	**JOB/CLASS CODE:**	15205P
PROGRAM/DEPARTMENT:	Laboratory Medicine	**BENCHMARKS (If Applicable):**	15205; 10325
REPORTING TO:	Unit Coordinator or designate		
FACILITY/SITE:	NRGH/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 Unit Coordinator, Histology or designated Supervisor. Following established policies and procedures, receives logs-in, sorts, distributes, and stores histology and cytology samples. Prepares samples for processing and assists Technologists and Medical staff with dissecting tissue samples and in maintaining tissue processing equipment. Performs clerical duties such as entering data into computerized information systems, telephoning, typing, and filing.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. In accordance with laboratory policies and procedures:
   - Receives samples such as tissue, fluids, urine, and aspirates from a variety of sources. Confirms the sample documentation by checking identification with the requisition and the sample labels. Documents and follows up on any discrepancies.
   - With strict attention to detail, enters the patient demographic information into the computerized hospital and laboratory information systems.
   - Following established procedures, identifies the level of complexity of histology and cytology samples and sorts to prioritize workload. Labels all the samples and directs them to the appropriate work area.
   - Assists Technologists and Pathologists doing gross dissection by preparing cassettes and slides in accordance with established policies and procedures.
   - Prepares work area by setting up instruments and specimens, maintains frozen section area supplies, reagents, and equipment. Fills and empties formalin and cytolyt containers, and maintains tissue processors by changing and documenting the changes of solutions.
   - Scrapes excess wax off embedded blocks, sorts and files blocks and slides, and maintains embedding equipment.
   - Delivers and retrieves various reports and slides, blocks and specimens, including anatomical pathology, as required.
   - Assists autopsy staff by performing clerical functions such as organizing paperwork, entering information into computer systems, telephoning, faxing, typing, and filing.

- Participates in the orientation process by demonstrating techniques and procedures to staff and students.
- Ensures a safe and healthy working environment by observing universal precautions and infection control procedures; removing obvious hazards; and reporting faulty equipment, accidents, injuries and near misses. Adheres to and enforces rules regarding safety, including observing and referring to Material Safety Data Sheets (MSDS) and complying with Workplace Hazardous Material Information System (WHMIS).
- Replenishes supplies for accessioning and grossing areas.
- Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

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

Skills And Abilities

- Ability to keyboard at 45 wpm
- Ability to organize work.
- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Ability to operate related equipment.
- Physical ability to carry out the duties of the position.