



UNION JOB DESCRIPTION

JD4564

JOB TITLE:	Medical Laboratory Assistant - Laboratory	JOB DESCRIPTION NO.:	4564
CLASSIFICATION:	Lab Assistant II (a) ; Lab Assistant III ; ECG Assistant; Transportation Attendant I	GRID/PAY LEVEL:	F SD18
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	15205; 15203; 16001; 19001
UNION:	HEU	JOB/CLASS CODE:	40669
PROGRAM/DEPARTMENT:	Laboratory Medicine	BENCHMARKS (If Applicable):	15205; 15203; 16001; 19001
REPORTING TO:	Team Leader, Chief Technologist or Designate		
FACILITY/SITE:	Royal Jubilee Hospital, Victoria General Hospital, Saanich Peninsula Hospital, Nanaimo Regional General Hospital, Chemainus Health Care Centre, Ladysmith Health Care Centre, West Coast General Hospital, Port Alice Health Centre, Tofino General Hospital, Cowichan District Hospital, Lady Minto Hospital, North Island Hospital (Comox Valley Campus; Campbell River & District), Cormorant Island Health Centre, Port Hardy Hospital, Port McNeill 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.

The Department of Laboratory Medicine, Pathology and Medical Genetics (LMPMG) is committed to enhancing patient care through the provision of consistently high quality laboratory services.

Reporting to the Team Leader, Chief Technologist or designate the Medical Laboratory Assistant performs laboratory procedures and related clerical duties. This includes blood and other specimen collection, preparing samples for analysis, distribution and storage of samples, performing laboratory tests such as urinalysis using colour-coded dipsticks and performing Electro Cardiogram (ECG) testing where required.

Travel may be a requirement of this position. Transportation arrangements must meet the operational requirements of the Vancouver Island Health Authority in accordance with the service assignment.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Obtains samples from patients and clients, such as blood and urine samples, in accordance with established procedures. Prioritizes and organizes work. Maintains a clean and tidy work area.
2. Receives clients and patients and obtains necessary information, including completing a variety of forms, such as requisitions and billing forms, according to established procedures. Explains procedures and answers related questions.
3. Performs Electro Cardiogram (ECG) testing as required. Follows established procedures and prepares results for interpretation by medical staff. Connects and disconnects holter monitors.

4. Prepares specimens such as blood, urine, stool and tissue for analysis. Performs duties such as aliquoting and separating serum/plasma from cells by centrifugation and specimen plating according to procedure. Organizes workflow and prepares samples for send-out and packages samples in accordance with Transportation of Dangerous Goods regulations and procedures.
5. Prepares work areas by setting up instruments and specimens. Maintains related instruments and equipment including performing ongoing maintenance. Cleans glassware and other reusable laboratory material.
6. Performs stat and routine laboratory tests, as directed. Records unit values of test results.
7. Prepares solutions, reagents and slides as required.
8. Stores specimens and slides and discards specimens as directed. Completes required documentation for storage and/or distribution to various areas of the Laboratory and/or to external institutions.
9. Performs clerical functions such as making appointments, performing computer entry, filing, pulling summaries such as pending lists or specimen reports, maintaining records of test results, telephoning, faxing and delivery of test results.
10. Maintains inventory of department supplies as needed.
11. Collects and transports a variety of supplies, materials and samples by vehicle between facilities.
12. Participates in the orientation process for staff and students. Provides input to the Team Leader or designate for any needed training of staff or students.
13. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Grade 12, successful completion of a recognized Laboratory Assistant training program plus one (1) year of recent related experience or an equivalent combination of education, training, and experience. Valid BC Class 5 Vehicle Licence.

Skills And Abilities

- 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.
- Ability to organize work.
- Ability to type at 25 wpm.