



UNION JOB DESCRIPTION

JD5108

JOB TITLE:	Clerk, Laboratory	JOB DESCRIPTION NO.:	5108
CLASSIFICATION:	Clerk, Laboratory	GRID/PAY LEVEL:	F 14
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	10325
UNION:	HEU	JOB/CLASS CODE:	40718
PROGRAM/DEPARTMENT:	Laboratory Medicine	BENCHMARKS (If Applicable):	10325
REPORTING TO:	Supervisor, Medical Laboratory Assistant or Designate		
FACILITY/SITE:	Royal Jubilee Hospital, Victoria General Hospital, Saanich Peninsula Hospital, Lady Minto Hospital, Cowichan District Hospital, Nanaimo Regional Hospital, Ladysmith Health Centre, Chemainus Health Centre, West Coast General Hospital, Tofino General Hospital, North Island Hospital (Comox Valley Campus), North Island Hospital (Campbell River & District), Port Hardy Hospital, Cormorant Island Health Centre, 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 Medical Laboratory Assistant Supervisor or designate, the Laboratory Clerk performs data entry functions; receives, sorts and verifies specimens against requisition/physicians' orders; accessions specimens; provides clerical and receptionist duties such as answering the telephone and filing for the department.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Performs clerical duties such as scheduling appointments, performing computer entry, filing, telephoning, faxing, and invoicing.
2. Receives and registers patients by obtaining necessary information for patient data and test entry into the Laboratory Information System according to established procedures. Explains sample collection procedures to and answers related questions of patients.
3. Receives, processes, and prepares (centrifuges) patient samples in accordance with established procedures.
4. Prioritizes workflow and prepares (packages) samples for send-out in accordance with all transportation regulations and procedures.
5. Distributes, files, retrieves, and disposes of laboratory specimens, slides, and blocks based off a pre-established list. Loads and unloads dishwasher to clean glassware as required and returns cleaned glassware to lab as appropriate.
6. Mails and distributes patient reports as required.

7. Maintains (counts, stocks and alerts appropriate leader when volume is low) laboratory inventory and supplies.
8. Maintains a variety of records such as standing orders and requisitions, temperature records, cleaning and disinfection logs, inventory logs.
9. Cleans/disinfects/wipes work area(s) as per established procedures .
10. Assists with the orientation of new department staff as directed.
11. Participates in departmental continuous quality improvement activities and utilizing knowledge of laboratory work flow provide input to problem solve and improve service and processes.
12. Performs other related duties as required.

QUALIFICATIONS:

Education, Training And Experience

Grade 12, medical terminology, and two (2) years' 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.
- Ability to operate related equipment.
- Physical ability to carry out the duties of the position.
- Ability to organize work.
- Ability to type at 45 w.p.m.