



DO NOT USE - UNION JOB DESCRIPTION

JD1351

JOB TITLE:	Laboratory & Electrocardiogram (ECG) Assistant	JOB DESCRIPTION NO.:	F.CI.15205i.001
CLASSIFICATION:	Lab Assistant II (A) ; Ecg Assistant	GRID/PAY LEVEL:	F SD18
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	15205; 16001
UNION:	HEU	JOB/CLASS CODE:	15205I
PROGRAM/DEPARTMENT:	Laboratory Medicine	BENCHMARKS (If Applicable):	15205; 16001
REPORTING TO:	Team Leader or designate		
FACILITY/SITE:	West Coast General Hospital (WCGH); Cowichan District Hospital (CDH); Tofino General Hospital (TF); Nanaimo Regional General Hospital (NRGH); Chemainus Health Care Centre (CHCC)		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority, patient 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.

Reporting to the Team Leader or designate, the Laboratory & ECG Assistant performs laboratory procedures, including blood and other specimen collection, Electro Cardiogram (ECG) testing and related procedures, and a variety of clerical duties.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Obtains specimens from patients and clients, such as blood and urine samples, in accordance with established procedures. Prioritizes and organizes work.
2. Receives clients and patients and obtains necessary information, including completing a variety of forms, such as requisitions and billing forms. Explains procedures and answers related questions.
3. Performs Electro Cardiogram (ECG) testing. Prepares results for interpretation by medical staff. Connects and disconnects holter monitors.
4. Prepares specimens for analysis by checking and matching specimens and requisitions, sorting, numbering and labeling. Batches specimens in order of priorities and distributes to appropriate laboratories for testing in accordance with Transportation of Dangerous Goods regulations. Maintains records and files as required. Stores specimens and discards outdated specimens.
5. Utilizes computerized and/or manual applications to perform related clerical functions by gathering required information, such as client history; entering data into computerized programs; compiling statistics; preparing reports; photocopying; filing; making appointments and responding to general inquiries. Sorts, files and delivers incoming mail and processes labels and packages to send out.
6. Maintains records of test results in accordance with established routines and practices, communicating results by phone, fax or electronic means, as directed.
7. Performs routine lab tests, as directed. Records unit values of test results.
8. Maintains a clean and tidy work area. Cleans glassware and other reusable lab material. Maintains equipment by

cleaning, lubricating and replacing items such as paper rolls, fuses and bulbs.

9. Maintains inventory of laboratory and office supplies on hand by completing requisitions as needed and obtaining supplies from storage and other areas. Checks and puts away incoming stock, reporting errors and shortages.

10. Performs other related duties as required.

QUALIFICATIONS:

Education, Training And Experience

Grade 12; successful completion of a recognized Laboratory Assistant Training Program; and one (1) year recent related experience; or an equivalent combination of education, training and experience.

Skills And Abilities

- Keyboard at 25 wpm.
- Communicate effectively, both verbally and in writing.
- Deal with others effectively.
- Organize work.
- Operate related equipment.
- Physically able to carry out the duties of the position.