

JOB DESCRIPTION

03.17

TITLE: Laboratory Assistant.

RESPONSIBLE TO: Director of Clinical Programs and Services

JOB SUMMARY:

Assist the Registered Medical Laboratory Technologist by collecting specimens and performing limited laboratory analyses.

DUTIES AND RESPONSIBILITIES:

- 1 Perform phlebotomy.
- 2 Receive and direct clients, book appointments.
- 3 Perform Electrocardiograms and ambulatory blood pressure monitoring.
- 4 Perform whole blood glucose, pregnancy, urinalysis and fecal occult blood testing.
- 5 Dispose of body fluids, sharps and hazardous goods in a safe manner.
- 6 Prepare specimens for referral.
- 7 Input workload statistics.
- 8 Sort and deliver laboratory reports.
- 9 Calibrate, clean, troubleshoot and maintain electrocardiograph, urine chemistry analyzer, glucose meters and ambulatory blood pressure monitor.
- 10 Clean and disinfect glassware and laboratory counters.
- 11 Order mailing containers and requisitions for referral of specimens.
- 12 Train nurses in phlebotomy as required.
- 13 Obtain work place specific training for Transportation of Dangerous Goods and assist with packaging and shipping as required.
- 14 Assist clients to other departments as required.
- 15 Participate in the Health Centre's Cardiac Arrest Team.
- 16 Instruct clients in the use of instruments for monitoring glucose.
- 17 Replenish department supplies
- 18 Use equipment such as phlebotomy equipment, computer, centrifuges, various reagent strips microscope, electrocardiograph, strip readers, ambulatory blood pressure monitor.
- 19 Use computer software such as Health Suite, ambulatory blood pressure monitor.

QUALIFICATIONS:

Laboratory Assistant Certificate or equivalent experience  
Basic Life Support Level C  
Electrocardiogram experience is an asset

THIS DESCRIPTION CONTAINS THE ELEMENTS NECESSARY FOR THE IDENTIFICATION AND EVALUATION OF THE JOB. IT IS NOT AN EXHAUSTIVE LIST OF THE DUTIES TO BE PERFORMED. DUTIES NOT LISTED SHOULD NOT AFFECT THE EVALUATION. THE OTHER DUTIES NOT LISTED SHOULD BE RELATED TO THOSE LISTED.

Signatures: EMPLOYEE \_\_\_\_\_ DIRECTOR \_\_\_\_\_