



CALGARY LABORATORY SERVICES

JOB OPPORTUNITY

Competition No:	08-169	Position:	Lab Assistant I – PSC
Status:	0.70 FTE	Duration:	Permanent
Rate Scale (hr):	\$16.77 to \$21.64	Location:	Beddington PSC
Bargaining Unit:	HSA - Technical	Department:	Technical Operations/Community Services
Date Posted:	March 20, 2008	Schedule*:	Perm 1130-1800 or 1145-1800 shifts and every Saturday at Beddington.
Closing Date:	March 26, 2008		

*Days, hours, location, and shifts are subject to change due to operational needs

*****QWL RULES APPLY*****

The criteria established in Article 12.7.1 of the Collective Agreement will be applied when considering applications for this competition

Position Summary

Reporting to the Supervisor, Manager, Technologist or Laboratory Assistant II, this position is responsible for, but not limited to; collecting and preparing specimens for laboratory analysis; documenting, entering and retrieving data with regards to samples and results, performing general duties and specific laboratory analysis.

Key Accountabilities

- Acts as a reception to the public.
- Performs venipuncture on adult, pediatric and neonate patients (patient type varies site to site after verification of patient identification according to lab protocol).
- May perform specific lab analysis as required (ie urinalysis, EKG's, ESR's, micro (capillary) collection, pregnancy tests).
- Enters patient and specimen data into the Laboratory Information System and, or log sheets. Investigates and locates missing or inaccurate information on requisitions. Retrieves results and does add-ons of tests.
- Labels all samples collected and aliquoted daily in accordance with standard divisional and departmental procedures.
- Centrifuges and aliquots specimens, including those that require special handling.
- Measures and pours off body fluid collection.
- Processes a variety of microbiology specimens including labelling, packaging, preparing for transportation, and data entry.
- Answers telephone inquiries as per specifications regarding test times, results and nature of samples for patient specimens. Refers calls to technologists, where appropriate.
- Receives in-patient, outpatient and referred in samples, verifies that sample and information received is accurate for processing. Enters patient and sample data and label samples accurately, and ensures timely distribution to the appropriate divisions or departments.
- Ensure the priority of requested testing (stat or routine) in collection and processing of samples.
- Sorts and distributes results and or requisitions; prepares results and specimens for distribution by courier and postal services: faxes reports; photocopies requisitions and documents. Prepares transportation buckets as required.
- Prepares and packages samples for send-outs in accordance with biohazard protocol. Prepares waybills and package samples as diagnostic or infectious. Maintains accurate records according to TDG regulations.
- Assists in the stocking, ordering and distribution of supplies, and assists with the preparation of lab manuals.
- Ensures all bathrooms are stocked, supplied, and tidy.
- Assists with general laboratory wash-up; maintains a clean, tidy and efficient work area.
- Actively documents incidents and communicates ideas and solutions to team leader.
- Responsible for teaching any duties listed in lab assistant position descriptions.
- Ability to process/handle special protocol testing accurately and efficiently.
- Other related duties as assigned.
- Professional and ethical responsibility to protect privacy, use confidential information appropriately, and maintain the confidentiality and security of all information related to patients, staff and the business of CLS.
- Demonstrates Professionalism, Respect/Caring, Integrity, Dedication and Excellence (PRIDE) in the work environment.

Key Skills and Aptitudes

- Completion of Medical Laboratory Assistant Certificate or equivalent.
- Ability to handle a large amount of work efficiently and effectively, given continual exposure to interruptions.
- Data entry and keyboarding skills.
- Demonstrated ability to work independently and with minimal supervision as well as in a team environment.
- Strong problem solving, communication, interpersonal and organizational skills.
- Ability to actively support the interests of the client by making choices and setting priorities to meet their needs.
- Establish and maintain effective positive working relationships with other employees, patients and allied health care providers.
- Must use appropriate judgement on all procedures not covered by written protocol.
- Related experience handling special protocol samples preferred.
- Patient Service Centre experience an asset.
- Strong phlebotomy skills (adult, pediatric and neonatal); experience performing EKG's (theory required).
- Any Canadian equivalency to English 30 or 33 or CLBA score of Benchmark 8 completed within the last six months.

Questions regarding the above competition should be directed to Karen Field, Supervisor, PSC at 777-5150.

Please forward your resume, specifying competition number to the Human Resources Department at the DSC or via Fax at 770-3297 or online at jobs@cls.ab.ca no later than 4pm on the closing date.