



CALGARY LABORATORY SERVICES JOB OPPORTUNITY

| | | | |
|-------------------------|--------------------|--------------------|---|
| Competition No: | 08-174 | Position: | Lab Assistant I – Regional Accessioning |
| Status: | 0.7 FTE | Duration: | Permanent |
| Rate Scale (hr): | \$16.77 to \$21.64 | Location: | RGH |
| Bargaining Unit: | HSAA - Technical | Department: | Technical Operations/Operational Services |
| Date Posted: | March 20, 2008 | Schedule*: | Night Shift and Weekends, 2245 – 0700 hrs Seven shifts on/seven shifts off |
| 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 drawing blood samples; preparing specimens for laboratory analysis; documenting, entering and retrieving data with regards to samples and results. Employees may be transferred or rotated to other RRL's as operational needs are determined. Release dates for position transfers between RRL's will be determined.

Key Accountabilities

- Acts as reception to the public, answers telephone inquiries and retrieves results.
- Performs venipunctures on adult and pediatric patients.
- Strives to achieve departmental indicators, including pre-analytical turn around times and patient wait times.
- Enters patient and specimen data into Lab Information System.
- Responds to requests for information regarding sample requirements.
- Centrifuges and aliquots specimens.
- Processes a variety of microbiology specimens including labeling, packaging, and preparing for transportation.
- Investigates and locates missing or inaccurate information on requisitions, troubleshoots basic problems with computer programs.
- Distributes results, porter results.
- Labels samples, packages and prepares for transport.
- Maintains computer printers and terminals and troubleshoots problems relating to these.
- Responsible for teaching any duties listed in lab assistant position descriptions.
- Maintains a clean, tidy and efficient work area.
- Performs 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

- Medical Laboratory Assistant Certificate or equivalent.
- Experience in all aspects of post-collection specimen processing in a hospital/RRL environment is strongly preferred
- Excellent phlebotomy skills, 2-3 years experience preferred.
- Good communication, interpersonal, organizational and multitasking skills.
- Demonstrated ability to work independently and with minimal supervision as well as in a team environment.
- Ability to problem solve and troubleshoot with minimal supervision.
- Keyboarding skills required.
- Promotes positive public relations with colleagues, patients, physician and other hospital staff.
- May be required to complete keyboard and or phlebotomy skills challenge.
- Ability to perform at expected levels of productivity
- RRL experience with HIS Systems preferred.
- 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 Patricia Boutilier, Supervisor @ 943-8713.

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.