The Little Hospital That Does

Posting Approved by:

Medical Laboratory Assistant
1 Part-time position
OPSEU Bargaining Unit

Posting No: 2020-45-2
Posted: September 10 – September 17, 2020
Reports to: Laboratory Manager

Position Description:
Under the direction of the Lab Manager, the Laboratory Assistant is responsible for collecting blood samples from patients, cleaning and maintaining medical laboratory equipment, and providing support services to the Lab. In addition, as a member of the Laboratory Team the Laboratory Assistant actively participates in priority setting, developing strategies for work completion, acting as a liaison between physicians and laboratory staff and adheres to hospital policies, procedures, objectives and goals.

Responsibilities:
- Receiving and registering patients for the purposes of collecting blood, venous and capillary samples, and other specimens.
- Phlebotomy techniques and all types of blood collection.
- Identifying, accessing, and determining the suitability of specimen for testing.
- Prepare patients and specimens for testing, ie. patient collection instructions, storage and transport, centrifugation, aliquot, etc.
- Conduct routine laboratory tests and sample analysis under the supervision of a Technologist.
- Prepare and send lab specimens out for testing and receive specimens or results from outside laboratories.
- General clerical duties including ordering, filing and database entries.
- Reading and recording temperatures of instruments, water baths, etc.
- Following the approved methods in the laboratory procedure manuals.

Qualifications (Education, Experience, Abilities):
- Certified by examination by CSMLS and/or OSMT
- Graduate of an accredited Medical Laboratory Assistant Program or equivalent
- Current registration with the College of Medical Laboratory Technologists of Ontario (CMLTO) is preferred
- Previous hospital laboratory experience preferred
- Computer literate; experience using Cerner hospital software is an asset
- Excellent communication (oral and written) and interpersonal skills
- Demonstrated initiative, prioritization, and good judgement in a fast-paced team environment.
- **Current Police Check/Vulnerable Sector Screen and immunization status required upon hire.**

We are committed to providing persons with disabilities equal opportunities regarding all employment activities, including access to jobs and accommodations during employment as required, in accordance with the Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disabilities Act (AODA). Please advise the Human Resources department if you require accommodation.

Interested applicants may forward a resume and cover letter in confidence to:

South Huron Hospital Association

Human Resources
South Huron Hospital Association
24 Huron Street West
Exeter, ON N0M 1S2
Email: human.resources@shha.on.ca

Your interest in this opportunity is appreciated. Only those applicants selected for an interview will be contacted.