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## **JOB POSTING #23-059 – Medical Laboratory Assistant, Part Time**

**Union: SEIU**

**Reports To:** Manager Laboratory, Medical Imaging and Cardiorespiratory Services

### **Position Summary**

- Under the direction of the Manager, Laboratory, Medical Imaging and Cardiorespiratory, the Laboratory Assistant is responsible for collecting blood samples from patients, operating medical laboratory equipment and providing support services to the laboratory.
- The Lab Assistant performs laboratory duties and/or procedures which generally do not require interpretation, assessment, or the exercise of independent judgement.
- In addition, as a member of the Laboratory Team, 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.

### **Qualifications:**

- Certified by examination by Canadian Society of Medical Laboratory Science (CSMLS) and/or Medical Laboratory Professionals' Association of Ontario (MLPAO)
- Graduate of an accredited Medical Laboratory Assistant Program
- Current registration with the MLPAO preferred
- MLT student entering, or in, 3rd-year with CSMLS or MLPAO student membership

### **Experience:**

- 1 to 3 years of hospital laboratory experience preferred
- Phlebotomy experience an asset

### **Skills/Abilities:**

- Excellent communication (oral and written) and interpersonal skills.
- Ability to demonstrate initiative and good judgement in a stressful environment
- Ability to work in a team environment
- Ability to organize, prioritize and adapt to constant changing priorities.
- Computer literate (LIS, word processing and spreadsheet programs)
- Familiarity with phlebotomy techniques and all types of blood collection.
- Competency as described in the CSMLS

[Competency Profile - Medical Laboratory Assistant](#)

**Physical Demands:**

- Frequent interruptions in a laboratory environment
- Frequent walking, sitting, keyboarding
- Rotating shift work may be required

**Responsibilities:**

All statements reflect the general details considered necessary to describe the principal functions of the job and should not be construed as a detailed description of all the work assignments that may be inherent in the job.

***The MLA performs duties as necessary for the efficient functioning of his/her area of assignment by:***

- Following the approved methods in the laboratory procedure manuals
- Identifying, accessing, and determining the suitability of specimen for testing
- Using supplies appropriately and notifying his/her supervisor when supplies become depleted
- Conduct routine laboratory tests and sample analysis under the supervision of a technologist
- Working safely, efficiently, cooperatively and expeditiously so that results are provided to physicians in a clinically relevant time frame
- Receiving and registering outpatients for the purpose of collecting blood, venous and capillary samples, and other specimens.
- Prepare patients and specimens for testing, eg. patient collection instructions, storage and transport, centrifugation, aliquot, etc.
- Perform ECG tracing or other related diagnostic cardiology tests
- Prepare and send lab specimens out for testing and receive specimens or results from outside laboratories

***The MLA ensures the quality of the laboratory service by:***

- Establishing and following quality control procedures for reagents, equipment and test procedures as outlined in the laboratory manuals
- Active and cooperative participation in all quality control programs including the Institute for Quality Management in Healthcare (IQMH) of the Ontario Medical Association, and other internal programs, as required
- Recording all readings, calculations and results on specimens, quality control material, standards and equipment in a manner conforming to good laboratory practice
- Referral of reports to his/her supervisor and/or a Pathologist for final reporting where indicated by laboratory policy or good professional judgement
- Evaluating and introducing new procedures, equipment and information technologies, as required

- Drafting, revising and verifying standard operating procedures, as required

***The MLA is responsible for ensuring instrumentation is functioning properly by:***

- Performing routine maintenance on medical laboratory equipment, under the direction of a medical laboratory technologist
- Reading and recording temperatures of instruments, water baths, etc.

***The work involves maintaining a safe working environment by:***

- Following established safety and infection control policies
- Reporting defective equipment or other safety hazards to supervisory staff
- Maintaining a clean, neat work area
- Containing and cleaning up hazardous spills and disinfecting work areas and equipment, as required
- Utilizing safety equipment as necessary to prevent infection or injury
- Participating in safety inspections

***The MLA maintains competence as required by:***

- Attending in-service lectures, seminars and courses whenever possible
- Participating in Peer Competency Assessments and internal/external quality assurance programs
- Attending staff and quality assurance meetings
- Reading directives issued by supervisory staff
- Participating in other continuing education opportunities

***The position promotes good public relations by:***

- Productive and professional interaction with patients, physicians and other hospital staff
- Dealing with patients and others in a courteous manner

***The MLA participates in the orientation and training of students and new staff members by:***

- Teaching tasks as assigned through observation, guidance, and overseeing work Performance

Performing other related tasks such as blood collection duties, collecting statistical data, etc., as directed by his/her supervisor.

Travel to other laboratories as required, performing duties as assigned by the Laboratory Manager or Senior Technologist.

Assuming responsibilities in regard to the laboratory information system and/or personal computer applications.

Adhering to all laboratory and hospital policies and procedures

Performing other related duties as required.

***Expected Length of Orientation:***

2 to 6 weeks, dependent on department and previous experience.

Interested applicants are asked to apply at [www.amgh.ca](http://www.amgh.ca) 'Careers' referencing posting number **23-059** with a resume, indicating their qualifications and pertinent skills by 21/04/2023 by 1600

**Posted on:** 14/04/2023

*AMGH is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.*

As part of the assessment, applicants may be required to complete a written and/or practical test.

***NOTE: Only those applicants selected for an interview will be notified.***

*Personal information is collected under FIPPA and is used to determine eligibility for potential employment and if hired, the information collected may be incorporated into your personnel file and used and disclosed for the purpose of administering your employment. AMGH is an equal opportunity employer and complies with all requirements of the Ontario Human Rights Code. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. We thank all candidates who submit their application, however only those applicants that are selected for an interview will be notified.*