

## 1. IDENTIFICATION

<b>Position No.</b> See Appendix	<b>Job Title</b> Regional Laboratory Technologist	<b>Supervisor's Position</b> See Appendix	
<b>Department</b> Health	<b>Division/Region</b> See Appendix	<b>Community</b> See Appendix	<b>Location</b> See Appendix
<b>Freebalance Coding:</b> See Appendix			

## 2. PURPOSE

<b>Main reason why the position exists, within what context and what the overall end result is.</b>
To collect and analyse a variety of biological samples, in accordance with recognized international laboratory practices as well as the philosophy and objectives of the Department of Health to ensure that medical and other professionals have the results necessary to diagnose, treat, and manage disease.

## 3. SCOPE

<b>Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?</b>
<p>The Regional Laboratory Technologist works delivering Chemistry, Haematology, Automated Molecular Testing and Specimen Receiving/Processing Services.</p> <p>The Regional Laboratory Technologist analyses samples and conducts individual patient tests using both complex laboratory instrumentation and manual techniques. While performing analysis, the incumbent must be able to recognize normal and atypical findings and initiate the appropriate action. Accurate testing allows a referring physician to accurately diagnose medical conditions and arrange for proper care and treatment, which ultimately impacts on a patients' morbidity. The position is required to share standby and on-call duties with Laboratory staff to provide weekend and night coverage.</p> <p>When experiencing short-staff periods, the technologist is expected to be a key team member and will be asked to fulfill a wider range of duties to ensure the flow of the laboratory operations is not disrupted.</p>

## 4. RESPONSIBILITIES

**Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.**

**Examines and analyzes a variety of biological samples using recognized international laboratory practices to ensure that medical and non-medical professionals have laboratory results required to diagnose, treat and manage disease.**

- Organizes, prioritizes and verifies the accuracy of patient/sample information prior to processing.
- Prepares samples for analysis.
- Analyzes samples using complex laboratory instrumentation and manual techniques.
- Reviews, verifies and releases patient results through the Laboratory Information System (LIS).
- Report critical results to physicians or Health Centres
- Ensures all lab results are accurately entered into the LIS to track patient information.

**Performs, records, interprets, and monitors Quality Control (QC) on all instruments and procedures to ensure the precision and accuracy of results reported.**

- Performs daily, weekly, monthly and quarterly maintenance on all analyzers as required.
- Conducts QC tests on equipment prior to analyzing samples.
- Calibrates or assists in the calibration of laboratory equipment on a scheduled basis.
- Participates in External proficiency testing to ensure the lab performs according to standards.
- Continually reviews test results to ensure that the findings are realistic and not compromised in any way.
- Decides whether to release, delay or repeat testing prior to the reporting of patient results (reported results must be accurate).
- Investigates abnormal results/trends and initiates corrective action.
- Records Point-of-care instruments QC and performs analysis.

**Collects and analyzes laboratory samples and performs diagnostic tests on patients as part of the health care team.**

- Runs blood gas and capillary/venous gas tests.
- Collects blood using a closed collection system (i.e. Vacutainer), needle with syringe, and /or micro-collection techniques following universal precautions on adults, children and newborns.
- Performs glucose tolerance testing following established standards of practice
- Performs and documents routine preventative maintenance on a scheduled basis
- Due to the remoteness of the community, the incumbent troubleshoots and is required to perform complex repairs on instrumentation, either unassisted or in telephone consultation with instrument repair specialists as required

## 5. KNOWLEDGE, SKILLS AND ABILITIES

**Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.**

*Knowledge* identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviors and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

**These requirements are in reference to the *job*, not the incumbent performing the job.**

### Contextual Knowledge

- Theories, principles and processes of Laboratory Technologies, Standard of Practice including venipuncture, medical terminology and the ability to operate and understand complex laboratory instrumentation is required in order to provide direct hands on laboratory services;
- Theories, principles and processes related to the technical operations of a hospital laboratory in the areas of Biochemistry and Hematology;
- Applicable legislation, policies and procedures.

### Skills and Abilities

- Effective verbal and written communication skills, particularly when using “lay” terminology with clients;
- Well-developed motor skills;
- Flexible;
- Innovative;
- Analytical thinker;
- Ability to quickly recognize atypical laboratory findings and alert the appropriate health care provider;
- Computer skills including; Meditech, Microsoft, electronic mail and conducting research over the internet;
- Ability to input and retrieve information from Laboratory Information Systems;
- Ability to provide direct, hands on laboratory services;
- Ability to manipulate small samples and repair delicate instruments in confined spaces;
- Ability to demonstrate calmness in high stress situations;
- Ability to ask open ended/probing questions.
  
- Ability to avoid cross-contamination and apply infection control best practices.

The above knowledge, skills and abilities are typically acquired through;

- A diploma or degree in Medical Laboratory Technology from a Canadian College or University;
- Certification with the Canadian Society of Medical Laboratory Science with a General Certificate in all areas is required;
- At least 1 year experience in all areas of laboratory is considered an asset for this position;
- Certification for the following are also considered assets for this position; WHMIS, All CODES response training, Dangerous Goods Transportation, CPR, Hand Washing In-Service;
- The ability to communicate in more than one of Nunavut’s official languages is an asset.

This is a highly sensitive position. Criminal Record and Vulnerable Sector Checks are required

## 6. WORKING CONDITIONS

**List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).**

### Physical Demands

**Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.**

Physical demands placed on the incumbent, include long periods working at a computer, standing, bending and lifting. The Laboratory Technologist is exposed to repetitive bending over patients to collect blood samples throughout a 7.5-hour shift and may be on their feet throughout the 7.5-hour shift. The Laboratory technologist is required to lift items ranging in weight from 2kg to 20 kg for stocking, storing or replacing of reagents/inventory on a daily basis.

The incumbent is required to take part in an “on-call” rotation. This involves coming back to work at any time, for various lengths of time through the night. This may lead to sleep disruption and/or deprivation.

### Environmental Conditions

**Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.**

The Laboratory technologist works in a hospital environment with ongoing risk of infectious disease, as a result of direct patient contact, exposure to biological samples, human waste and used needle disposal. The incumbent is continually exposed to a noisy work environment, including “white” noise from instruments, and other beeping sounds of all sources. There is a risk of injury from medical equipment, and from patients while obtaining biological samples. Although these occurrences are minimal, the intensity of these exposures can range from moderate to intense.

There is continuous risk of injury or exposure to toxic/corrosive agents used during the performance of duties.

### Sensory Demands

**Indicate the nature of demands on the jobholder’s senses. These demands can be in the form of making judgements to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details through one or more of the incumbents’ senses.**

Frequent periods of concentration are required for obtaining and packaging biological samples. Due to the nature of the work, i.e. collecting blood, the incumbent must have a good sense of touch to locate the vein and accurately insert the needle, without causing the patient any additional distress.

Continuous periods of visual concentration is required to check the integrity of the samples (i.e. color, density, presence of contamination, volume) to determine if they are suitable for analysis. Microscopic work is performed 4-5 times a day for one hour periods. This can lead to eyestrain and headaches. The incumbent is exposed daily on an on-going basis to unpleasant odors from urine, feces, and chemical

reagents which can lead to headaches and/or nausea.

The use of the computer for long periods of time can lead to eye strain, headaches and repetitive strain injuries.

### **Mental Demands**

**Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.**

The Regional Laboratory environment is dynamic and constantly changing. The Laboratory Technologist has minimal control over incoming workload, and therefore must be able to continually shift priorities to maintain efficiency and meet deadlines. The Laboratory Technologist is exposed regularly to emotionally difficult situations (i.e. death, trauma, and anxious / violent patients). The incumbent is expected to remain calm, controlled and professional, regardless of the situation, while demonstrating care and compassion to the client, family, and other members of the health care team.

Processing of STAT samples (results are required for immediate treatment decisions). This usually involves a life-threatening situation.

**7. CERTIFICATION**

_____ Employee Signature	_____ Supervisor Title
_____ Printed Name	_____ Supervisor Signature
_____ Date:	_____ Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
_____ Deputy Head Signature	
_____ Date	
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

**8. ORGANIZATION CHART**

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

**“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.**

**9. Appendix – List of Positions and Corresponding Information**

Position	Supervisor	Community
10-12195	10-11577	Cambridge Bay
10-02559	10-11143	Rankin Inlet
10-10853	10-11143	Rankin Inlet
10-10854	10-11143	Rankin Inlet