

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	Fin. Code
10-3585 10-13822 10-13823	Laboratory Assistant	Laboratory Manager	1642100
Department	Division/Region	Community	Location
Government of Nunavut Department of Health	Diagnostic Services	Iqaluit	Laboratory Qikiqtani General Hospital

2. PURPOSE OF POSITION

Main reason why the position exists, in what context and what is the overall end result.
<p>Under the direction of the Laboratory Manager, the incumbent of this position is responsible for:</p> <ul style="list-style-type: none"> • Registering patient's visits in Meditech. • The collection, sorting and distribution of laboratory samples and maintenance of patient results within the Laboratory; • Following the philosophy and objectives of the Department of Health to ensure that medical professionals have the test results necessary to diagnose, treat and manage disease; • Sorting and distributing biological samples collected within the Qikiqtani General Hospital and biological samples referred in from other health facilities; • The preparation of biological samples for transportation to southern referral laboratories; • The selection of the appropriate media and to set up samples according to microbiology protocols; • Accessing a computerized database of patient files to enable the distribution and tracking of patient results/reports.

3. SCOPE

Describe in what way the position contributes to and impacts on the organization.
<p>The Qikiqtani General Hospital is a 20 inpatient bed facility in Iqaluit, and the laboratory referral centre for approximately 25,000 residents of Nunavut. The Qikiqtani General Hospital provides health care services to adults and children on an inpatient/outpatient and outreach basis in order to restore health with dignity.</p>

Located within the Department of Health and reporting directly to the Laboratory Manager the incumbent works as a Laboratory Assistant in the collection room and specimen processing/receiving area of the Laboratory and works to maintain a consistent flow of laboratory samples and reports in and out of the laboratory. The Laboratory staff consists of Laboratory Technologists, Technical Laboratory Specialist, Laboratory Assistants and a Laboratory Manager.

In addition to providing laboratory services to the Qikiqtani General Hospital, the Laboratory provides services to: 20 Health Centres located in Nunavut, 4 Iqaluit agencies, the Department of Health– Health Protection Unit and the Environmental Health Units. Approximately 10,000 samples are processed per month.

The Laboratory Assistant provides services to 40-60 outpatients daily, ranging from low to high risk, handles and sorts hundreds of referred in laboratory samples daily and prepares for transport to a southern laboratory hundreds of referred-out samples , 5 times a week. The assistant is responsible for the tracking of those specimens at all times.

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. For management positions, indicate the subordinate position(s) through which objectives are accomplished.

1. Collects laboratory samples on patients as part of the health care team.

Main Activities:

- Collects blood using a closed collection system (i.e. Vacutainer), needle and syringe, and/or micro-collection techniques following Universal Precautions.
- Provides instructions to patients on the proper collection of biological samples to achieve high quality results.
- Performs pregnancy testing, urinalysis, and glucose point-of-care testing for glucose tolerance testing, following established standards of practice.

2. Sorts and distributes biological samples collected within the Qikiqtani General Hospital and biological samples referred in from other health facilities within Nunavut using established standards of practice.

3. Prepares biological samples for transportation to southern referral laboratories, adhering to established International Dangerous Goods Regulations, and follows TDG 6.2 class regulations.

4. Assists in Microbiology set up of specimens.
 - Selects the appropriate media for the specimen type
 - Plants the samples on the media
 - Places the inoculated media into the appropriate incubator such as O₂ or CO₂
5. Accesses Meditech database of patient files to enable the distribution and tracking of patient results/reports.

Main Activities:

- Verifies receipt of referred out test results.
 - Distributes and faxes reports to nursing units, health centers and external agencies such as BCC.
 - Provides administrative support functions to the Laboratory Manager and staff (Word Processing, Spreadsheet and other computer applications including WORD and EXCEL).
 - Provides clerical support functions to the laboratory (i.e. faxing and photocopying).
 - Fills requests for supplies from the Health Centres, and prepares shipments.
6. Assists the Manager in maintaining and ordering inventory required for the collection of biological samples.
 7. Disinfects Laboratory work areas using appropriate chemical agents.
 8. Provides training to new Laboratory staff:
 - on the Laboratory Information System (Meditech)
 - on the ordering of inventory from the Stores Department,
 - on the transportation of specimens to the southern referral laboratory,
 - on the collection of specimens.

5. KNOWLEDGE, SKILL, AND ABILITIES

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

- Knowledge of standardized laboratory practices and procedures including venipuncture, and medical terminology.
- Knowledge of, and an ability to apply standard safety protocols, (i.e. Dangerous Goods, universal precautions, etc.

- Knowledge of and an ability to input and retrieve information from Meditech.
- The incumbent must be aware of the importance of confidentiality and be able to keep personal and medical information private and confidential at all times.
- Self-Control (Restrains Strong Emotion): An ability to restrain strong emotion when under stress (i.e. anger, frustration).
- Flexibility (Adapts Normal Procedures): An ability to alter normal procedures or ways of working (where appropriate) to fit a specific situation in order to get a job done and/or meet laboratory goals (i.e. performs co-workers duties when needed).
- Achievement Motivation (Works to Meet other's Standards): An ability to meet a standard set by management (i.e. meets targets).
- Analytical Thinking (Sees Basic Relationships): ability to take apart problems into logical pieces and link the pieces together in a single link (i.e. A leads to B leads to C).
- Teamwork & Cooperation (Cooperates): An ability to participate willingly, supporting team decisions, is a good team player, does ones share of the work and shares all relevant and useful information within the group.
- Concern for Order (Checks Own Work): An ability to double-check the accuracy of information for ones own work (i.e. ensures the accuracy of figures and other data).

The above qualifications must be attained by:

- Successful completion of a recognized Canadian Laboratory Assistant Program,
- Must be licensed to practice as a Laboratory Assistant with the Canadian Society of Medical Laboratory Science,
- The ability to successfully complete a Vulnerable records check is mandatory,
- Courses in TDG 6.2 class, WHMIS 2015 and Meditech knowledge are an asset.
- The ability to speak and write English is required and Inuktitut language skills are an asset.

All health care providers must be able to acquire within a reasonable time frame and remain current with the following training and certifications:

- WHMIS 2015
- Fire training
- Handwashing In-service
- Internet and E-mail applications

5. 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 occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.

Physical Demands

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

The majority of the incumbent's time (3-4 hours/day) will be spent providing direct hands on collection of biological samples. This will involve standing in awkward positions, bending over patients and work benches, lifting and moving equipment (ranging in weight from 2 – 10 kg). In addition, the incumbent will be packaging samples which involves lifting and moving boxes and packages ranging from small to large.

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 disrupt work schedules and travel requirements.

The incumbent works with and is continuously exposed (4-7 hours per day) to infectious agents such as biological samples, human waste, unpleasant odors, sharps, chemicals and toxic or corrosive agents used during the performance of duties which can lead to headaches, nausea or ill health.

Sensory Demands

Indicate the nature of demands on the jobholder's senses to make judgments through touch, smell, sight and hearing and judge speed and accuracy.

Short but frequent periods of concentration are required for the obtaining and packaging of biological samples. Due to the nature of the work (i.e. collecting blood) the incumbent must have a developed sense of touch in order to locate the vein and accurately insert a needle.

Mental Demands

Indicate conditions that may lead to mental or emotional fatigue.

Within the health care setting there is a significant lack of control over the work pace, with frequent interruptions and unrealistic demands (i.e. collect and/or deliver samples in an unreasonable time frame) that may lead to mental fatigue and/or stress.

The incumbent is exposed to emotionally disturbing situations on a regular basis and is expected to remain calm, controlled and professional, regardless of the situation and is to demonstrate care and compassion to the client/patient and other members of the health care team.

7. CERTIFICATION

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

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.”