



Labrador-Grenfell
Health

Revised: Nov 22, 2021

Medical Laboratory Assistant
Permanent Part-Time
Location: Forteau, NL

Reporting to the Medical Laboratory Technologist III, the primary purpose of this position is to provide client/patient registration for blood samples and laboratory samples, order laboratory tests in Laboratory Information System, perform phlebotomy procedures, and the packaging, sorting, sending, and the recording of specimens to referral centres.

Qualifications:

- ✓ Graduation from a High School or equivalent;
- ✓ Successful completion of the Medical Laboratory Assistant one-year program;
- ✓ Experience with Meditech would be an asset;
- ✓ Must be willing to complete and successfully pass the Medical Laboratory Assistant registration exams with the Canadian Society of Medical Laboratory Science, (CSLMS), within a time frame deemed appropriate by the employer;
- ✓ Obtain and maintain current membership with CSLMS;
- ✓ Must have Basic CPR;
- ✓ Must have good communication, and interpersonal skills, and be able to answer questions from staff, and other stakeholders concerning procedures and processes in the Laboratory Department;
- ✓ The successful applicant will be required to submit a satisfactory certificate of conduct.

Duties (Include but not limited to):

- ✓ Responsible for registration and test ordering of inpatient, outpatient and referred-in specimens from other clinics;
- ✓ Ensuring that they personally perform and meet all the requirements for Laboratory accreditation as recommended by Accreditation Canada, and the Institute for Quality Management in Healthcare, IQMH, and that they maintain these standards at all times when they are working in the Laboratory Department;
- ✓ Collects inpatient and outpatient blood samples and receives and distributes other biological samples daily;
- ✓ Instruct patients in the various collection procedures for biological samples and the fasting requirements for various laboratory test procedures;
- ✓ Responsible for the packing, sorting, sending and recording of specimens to referral centres;
- ✓ Inventory; responsible for obtaining weekly supplies;
- ✓ Conducting audits on referred out specimens;
- ✓ Shredding of outdated reports;
- ✓ Autoclaving of waste materials;
- ✓ Keep the entire Laboratory clean and tidy at all times; cleaning glassware, laboratory equipment, and glassware;
- ✓ Safety is a priority for Labrador Grenfell Health. All staff (and volunteers) must/are responsible to ensure that safety for patients/residents/clients, coworkers and themselves is paramount in the workplace;
- ✓ May be required to do on-call;
- ✓ Perform other related duties as required;

Salary:

- ✓ LX-19 of the NAPE-LX salary scales \$20.93 to \$24.51 per hour plus the applicable Labrador Allowance.

Hours of Work:

- ✓ 40 hours bi-weekly. Monday to Friday 8 a.m. to 12 p.m. (noon).

Labrador-Grenfell Health values diversity and is an Equal Opportunity Employer.

Interested applicants please submit resume, stating competition number **2021000041S**, to:

Human Resources Department
Labrador – Grenfell Health
St. Anthony, NL A0K 4S0
Tele: (709) 454-0347 Fax: (709) 454-3301
Email: hr@lghealth.ca

Posting Date: January 26, 2021
Closing Date: Open Until Filled
CC: NAPE LX