



# The McCausland Hospital

20B Cartier Road, Terrace Bay, Ontario

## JOB DESCRIPTION – LABORATORY TECHNOLOGIST

PER01-03v01

Laboratory Area:	Quality Manual	Category:	<b>Personnel</b>
Technical Reviewer:	Laboratory Manager	Publication Status:	Approved
Written By:	Mary Bedard	Last Modified:	Original
Issuing Authority:	Dr. N Escott & Mr. M. Audet, CEO	Revision Number:	1
Issue Date:	May 17, 2006	Document Manager:	Laboratory Manager
Creation Date:	May 2006	Controlled Copy Locations:	Laboratory

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### 1.0 Job Summary:

Under the direction provided by the Laboratory Manager, the Laboratory Technologist performs all routine and special procedures as outlined in the hospital laboratory license.

### 2.0 Job Duties:

- Collects and prepares specimens for analysis or referral.
- Performs routine and special procedures including Chemistry, Hematology, Immunochemistry, Urinalysis, Coagulation, Serology and limited Microbiology.
- Prepares and transmits reports.
- Maintains accurate records and quality control results.
- Performs routine preventive maintenance procedures on equipment and keeps records of such maintenance.
- Prepares chemical reagents as necessary.
- Participates in monthly statistical reports.
- Takes part in QMP-LS (proficiency) surveys.
- Assists in general orientation and training of new personnel (technicians and/or aides) as the need arises.
- Maintains clean and orderly work areas.
- Participates actively in continuing education programs
- Adheres to all rules, regulations and policies for the hospital.
- Participates in fire safety and disaster plan programs.
- Responsible for working on a rotational basis as scheduled on call in evenings, weekends and holidays.
- Provides a liaison with other hospitals departments when necessary.
- May assume responsibility of the laboratory in the absence of the Laboratory Manager.



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### 3.0 Job Requirements:

#### EDUCATION:

- Graduate of an approved school of Medical Laboratory Technology with a General or appropriate Subject Registered Technologist certificate.
- Canadian Society Medical for Laboratory Science Registration.
- Member in good standing with the College of Medical Laboratory Technologists of Ontario.
- Previous laboratory experience preferred.

#### WORKER TRAITS:

- Ability to work with limited technical direction and supervision.
- Must exhibit a high degree of professionalism, characterized by reliability, initiative, flexibility and high standard of ethics.
- Well developed interpersonal skills.
- Willingness to further education and keep abreast of innovations in the field.
- Good physical and mental health to meet position demands.

### 4.0 Job Relationships:

- Reports directly to the Laboratory Manager.
- Responsible for performing routine laboratory procedures on a day-to-day basis.