FACILITIES SUBSECTOR COLLECTIVE AGREEMENT
BENCHMARK

Job Family: Patient Care Technical       Class Series: Lab Assistants
Grid: SD18                             Class Title: Lab Assistant II (A)

I. Level Definition

Positions at this level take blood from patients, collect and prepare blood and other specimens for analysis; perform tests such as urine analysis and glucose monitoring and operate related equipment.

II. Typical Duties

(1) Takes blood samples from patients and labels relevant information.

(2) Prepares specimens such as blood and urine for analysis by checking specimen identification with requisition and performing duties such as separating serum/plasma from cells by centrifugation.

(3) Batches specimens in order of established priorities for distribution to various areas or laboratories for testing.

(4) Prepares staining solutions; stains, mounts and labels slides. Prepares media and performs specimen plating.

(5) Performs routine lab tests such as urine tests for protein and/or glucose by procedures such as using colour coded dip sticks, urine analysis machine and glucometer.

(6) Stores specimens for which analysis has been completed and discards outdated specimens as directed.

(7) Receives patients, obtains information required from patients such as demographics.

(8) Performs clerical functions such as recording unit values of test results by entering information from requisitions, telephoning test results as required, making appointments, typing and filing.

(9) Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12, successful completion of a recognized Lab Assistant training program plus one year’s recent, related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

(i) Ability to communicate effectively both verbally and in writing.

(ii) Ability to deal with others effectively.

(iii) Physical ability to carry out the duties of the position.

(iv) Ability to organize work.

(v) Ability to operate related equipment.

(vi) Ability to type at 25 w. p. m.