

5202

LABORATORY ASSISTANT

DEFINITION OF WORK

This is routine technical laboratory work in support of a hospital laboratory.

Employees perform a variety of duties associated with laboratory tests and analyses. Work involves the collection and recording of blood and other specimens used by technicians and technologists for analysis. Employees also perform a variety of routine automated and manual tests that can be learned on-the-job. Employees in this class receive specific instructions and close supervision in the performance of newly assigned tasks, but the degree of supervision lessens as experience is gained. Work is reviewed by technical supervisors through conferences, observation and analysis of results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Collects blood, urine and stool specimens from in-patients and out-patients; confirms identification and provides instructions to patients in obtaining specimens, when necessary.

Delivers specimens to laboratory, sorts and records specimens and may cross-check information utilizing a computer terminal, when necessary.

Centrifuges blood urine for processing and analysis by technologists; prepares media, plates and cultures specimens; prepares smears and differentials.

Performs a variety of routine automated and manual tests such as routine urine tests; administers glucose tolerance tests; bleeding times and clotting times; haemoglobin, HCT, WB, RBC, differentials, PT and PTT.

Prepares slides and runs through staining procedure; runs daily quality controls on tests conducted.

Prepares and packages specimens and arranges for transport to referral laboratories; provides training in phlebotomy; orders laboratory supplies.

Performs related work as required.

EXPERIENCE AND TRAINING

Some experience in a medical laboratory or related activity; graduation from high school supplemented by completion of a phlebotomy course and an on-site training program in the techniques and procedures of basic laboratory work; or any equivalent combination of experience and training.

04-01 (Revised)

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LABORATORY TECHNICIAN

DEFINITION OF WORK

This is technical work near the technologist level in the performance of a variety of tests in a total hospital laboratory or in a specialized unit of that laboratory.

Employees of this class perform a variety of bacteriological, biochemical, serological, haematological, parasitological, histological or cytological laboratory tests under the technical supervision of a senior technologist or, in smaller hospitals, in accordance with detailed instructions of physicians. Depending on the level obtained, some technicians may be given the authority to sign off their own work. Work may also involve the supervision of laboratory assistants or students. Work is reviewed for precision and accuracy of procedures employed through discussion, reports and observation of results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Independently performs numerous routine and more complex medical laboratory tests and analyses in a general hospital laboratory or in a specialized unit of a laboratory.

Receives and prioritizes samples. Reviews requisitions to ensure all pertinent information is provided.

In a core laboratory setting, performs a wide variety of diagnostic procedures in all laboratory disciplines. Operates and maintains technical equipment in each functional area to provide precise and timely results to physicians to aid in diagnosis and treatment of patients.

In chemistry, performs a number of tests such as glucose, cardiac enzymes, kidney function tests, liver function profiles, electrolytes, amylase, phosphorous, CFS, cholesterol, uric acid, GTT, total protein, sweat chlorides; hormone tests, drug assays, lithium levels and blood gas analysis.

Performs haematology tests which includes CBC, haemoglobin, and platelets; differentials and smear morphology, ESR and reticulocyte counts.

Conducts various Immuno-haematology/Blood Bank functions such as blood grouping and RH testing, anti-body screening, cross matching; carries out coagulation studies such as PT, PTT, bleeding times, clotting times and fibrinogen levels.

Performs various bacteriological functions which include preparing media, culturing specimens, isolates and identifies bacteria and conducts susceptibility tests; conducts urinalysis including microscopy, identifies ova and parasites.

Performs phlebotomy functions; verifies, enters and retrieves test data utilizing a computer terminal; packages and sends specimens to referral centers.

Performs other related work as required.

EXPERIENCE AND TRAINING

Experience in a medical, veterinary, or related laboratory; graduation from high school supplemented by completion of an approved course in laboratory technology; or any equivalent combination of experience and training.

04-01 (Revised)

5204

LABORATORY TECHNOLOGIST I

DEFINITION OF WORK

This is technical medical laboratory work at the full working level in a specialized unit of Laboratory or in the various units of a core lab environment.

Work involves responsibility to perform the full range of medical laboratory work in an assigned area of the laboratory including quality control and the isolation of organisms. Employees of this class are given general instructions on assignments and are responsible for the accuracy of their testing. Responsibility may also include providing instruction and supervision of laboratory assistants, technicians and students. Work is performed independently and reviewed through analysis of completed work.

ILLUSTRATIVE EXAMPLES OF WORK

Independently performs numerous routine and more complex medical laboratory tests and analyses in a general hospital laboratory or in a specialized unit of a laboratory.

Uses current scientific knowledge and skills to provide accurate diagnostic information.

Prepares and mixes reagents for a number of manual and automated tests; calibrates electronic diagnostic equipment, performs quality control checks and performs preventative maintenance.

Receives and prioritizes samples. Reviews requisitions to ensure all pertinent information is provided.

Provides guidance to physicians, nurses, laboratory assistants and other health care professionals on proper sample collection procedures in accordance with laboratory guidelines.

In a core laboratory setting, performs a wide variety of diagnostic procedures in all laboratory disciplines. Operates and maintains technical equipment in each functional area to provide precise and timely results to physicians to aid in diagnosis and treatment of patients.

Assists in the orientation and training of laboratory assistants and students.

Recognizes any abnormal findings, determines the need for further testing and responds appropriately. Notifies nursing staff and physicians of all critical results.

Uses correct terminology to document and communicate laboratory results through the hospital information systems.

Practices and promotes the principles of quality assurance internally and through external quality assurance programs.

Practices in accordance with established procedures and protocols, safety guidelines and existing legislation.

Performs other related work as required.

LABORATORY TECHNOLOGIST I CONT'D

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EXPERIENCE AND TRAINING

Experience in a medical or related laboratory; graduation from high school supplemented by completion of an approved program in medical laboratory technology ; or any equivalent combination of experience and training.

NECESSARY SPECIAL QUALIFICATIONS

Certification of registration with the Canadian Society of Laboratory Technologists.

04 - 01 (Revised)

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LABORATORY TECHNOLOGIST II

DEFINITION OF WORK

This is responsible technical medical laboratory work assisting in the overall administration of the laboratory as well as the performance of the more complex laboratory tests.

Positions of this class will perform all the functions of the Laboratory Technologist I level, however, primary responsibility involves providing lead direction over a specific division or sub-division of a clinical laboratory and assisting senior technologists or the technical supervisor in ensuring efficient operations of the area. Positions may also perform the more specialized tests, examinations and determinations. These test procedures are unique in that they may be infrequently requested or the process does not lend itself to routine processing. Other tests performed at this level may require the technologist to interpret results during the testing and select alternatives of further testing based on the technologist's interpretation. Work is performed with considerable independence and reviewed through analysis of completed work and observation of the effectiveness of the work area.

ILLUSTRATIVE EXAMPLES OF WORK

Provides lead direction over a specific division or sub-division of a clinical laboratory area i.e. Microbiology, Haematology/Blood Bank, Chemistry, Histology; assigns tasks and monitors workflow; provides assistance with difficult analyses, spot checks results, and documents activity in the area.

Evaluates and recommends revisions to work methods and procedures; updates work manuals in conjunction with the Laboratory Supervisor.

Sets up and evaluates new test procedures; updates test parameters on computer system where changes occur.

Maintains quality assurance program; corrects deficiencies and charts results; calibrates laboratory equipment, troubleshoots and corrects equipment malfunctions; ensures adequate amount of supplies, equipment and reagents are available.

Provides orientation and training to new laboratory personnel; may train staff on topics related to the unit.

Performs advanced studies such as protein electrophoresis, haemoglobin electrophoresis, chromatography for amino acid analysis; histocompatibility testing on HLA-antigens; and advanced investigative staining procedures.

Provides consultation services to satellite institutions and prepares statistical reports.

Performs other related work as required.

EXPERIENCE AND TRAINING

Experience in a medical or related laboratory including experience in the specialization of assignment; graduation from high school supplemented by completion of an approved program in laboratory technology.

LABORATORY TECHNOLOGIST II ... CONT'D

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NECESSARY SPECIAL QUALIFICATIONS

Certificate of registration with the Canadian Society of Laboratory Technologists.

04-01 (Revised)

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LABORATORY TECHNOLOGIST III

DEFINITION OF WORK

This is supervisory medical laboratory work in overseeing a hospital laboratory or a division of the laboratory; or advanced laboratory work in the performance of the more complex tests and procedures relating to cytology or genetics.

Work involves responsibility for supervising a laboratory division of a provincial referral center or the total laboratory in smaller centers and for the development, evaluation and performance of highly specialized tests and procedures requiring an advanced level of training. Laboratory Technologist IIIs within the larger employers may have multi-site responsibility. Work may also include any technical work performed by subordinate level technologists. Employees of this class are involved in the training of new employees and assigning, coordinating and overseeing the work of laboratory personnel.

Cytology involves the diagnosis of disease through the recognition of any alteration in cell morphology. Work involves the meticulous microscopic examination and interpretation of cells from patient samples that assist the clinician in assessing the health of a patient and aiding in the diagnosis of cancer. Employees examine and provide interpreted diagnosis of gynecological and non-gynecological cytology specimens. Genetic technology involves the detailed analysis of the human genome used in the diagnosis, treatment and prevention of disease. Work involves performing chromosomal investigations utilizing either molecular genetic techniques or cytogenetic techniques. Employees utilize these special techniques to process specimens including peripheral blood, bone marrow, amniotic fluid and tissue which have been sent to the provincial laboratory for all genetic investigations.

Work requires the individual to work independently with technical guidance provided by a senior technologist or to a clinical specialist. Work is evaluated through reports, observations and through formal appraisals.

ILLUSTRATIVE EXAMPLES OF WORK

Plans, organizes and directs the operation of a major Laboratory Division; develops, evaluates and performs non-routine and highly specialized tests; prepares and updates policy and procedural manuals as required in consultation with senior technical and medical staff.

Discuss tests and findings with medical and clinical personnel and where necessary provides interpretative guidance to physicians on the significance of findings.

Trains laboratory personnel in routine and highly specialized methods and procedures; provides training to medical technology students and medical residents.

Assigns, co-ordinates and reviews the work of Laboratory Technicians and Laboratory Technologist I and II; ensures that proper quality control procedures are in place and evaluates new laboratory methodologies, tests and equipment.

LABORATORY TECHNOLOGIST IIICONT'D

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Microscopically locates and assesses the quality of metaphase cells and digitally captures the images of the metaphases for analysis and for the diagnosis of chromosomal abnormalities.

Performs molecular analysis of Deoxyribonucleic Acid / Ribonucleic Acid (DNA/RNA) to assist the physicians in diagnosis, treatment and monitoring and prevention of diseases.

Microscopically examines and interprets gynecological and non-gynecological cytology specimens to determine the presence or absence of pre-cancerous and cancerous conditions.

Performs other related work as required.

EXPERIENCE AND TRAINING

Thorough experience as a Laboratory Technologist including supervisory experience; completion of an approved Medical Laboratory Technology program qualifying for registration (General R.T.) and advanced training in the area of specialization.

or

Experience as a Laboratory Technologist; completion of an approved Medical Laboratory Technology program qualifying for registration (General R.T.) supplemented by the completion from an approved program with a Diploma in Diagnostic Cytology (Subject R.T. Cytology) or a Diploma of Genetics Technology (Subject R.T. Cytogenetics).

NECESSARY SPECIAL QUALIFICATIONS

Certificate of registration with the Canadian Society of Laboratory Technologists.

or

Certificate of registration with the Canadian Society of Laboratory Technologists with a Registered Technologist and Subject Registered Technologist (Cytology or Cytogenetics)

04 - 01 (Revised)

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LABORATORY TECHNOLOGIST IV

DEFINITION OF WORK

This is responsible and advanced technical work in a Cytology or Genetics Laboratory.

Positions of this class will review completed cytology or genetic examinations referred by the Laboratory Technologist III(s). In addition to conducting the advanced analysis, position also provides lead direction to the Laboratory Technologist III(s) performing the cytological and genetic tests and assists in the administrative and overall operations of the Cytology or Genetics Laboratory. Work is performed with considerable independence and reviewed through analysis of completed work and observation of the effectiveness of the work area.

ILLUSTRATIVE EXAMPLES OF WORK

Reviews all gynecological cases which have been determined by a Laboratory Technologist III to have abnormal cells, a suspicious clinical history and/or have had a previous abnormal pap smear.

Microscopically reviews all non-gynecological cases to ensure that any/all abnormal cells are identified and marked while providing a preliminary diagnosis before referral to the Pathologist.

Microscopically reviews all pap smears which were previously reported as negative when current smears show a high grade abnormality.

Receives and reviews all completed genetic cases and prepares necessary reports.

Acts as clinical coordinator in genetics clinical training for Genetic Technology students from Michener Institute.

Instructs and orientates medical students, medical technology students, nurses and others in the genetics field.

Updates and revises, in consultation with the Director/Consultant and the Manager, policies and procedures for the Department.

Performs other related work as required.

EXPERIENCE AND TRAINING

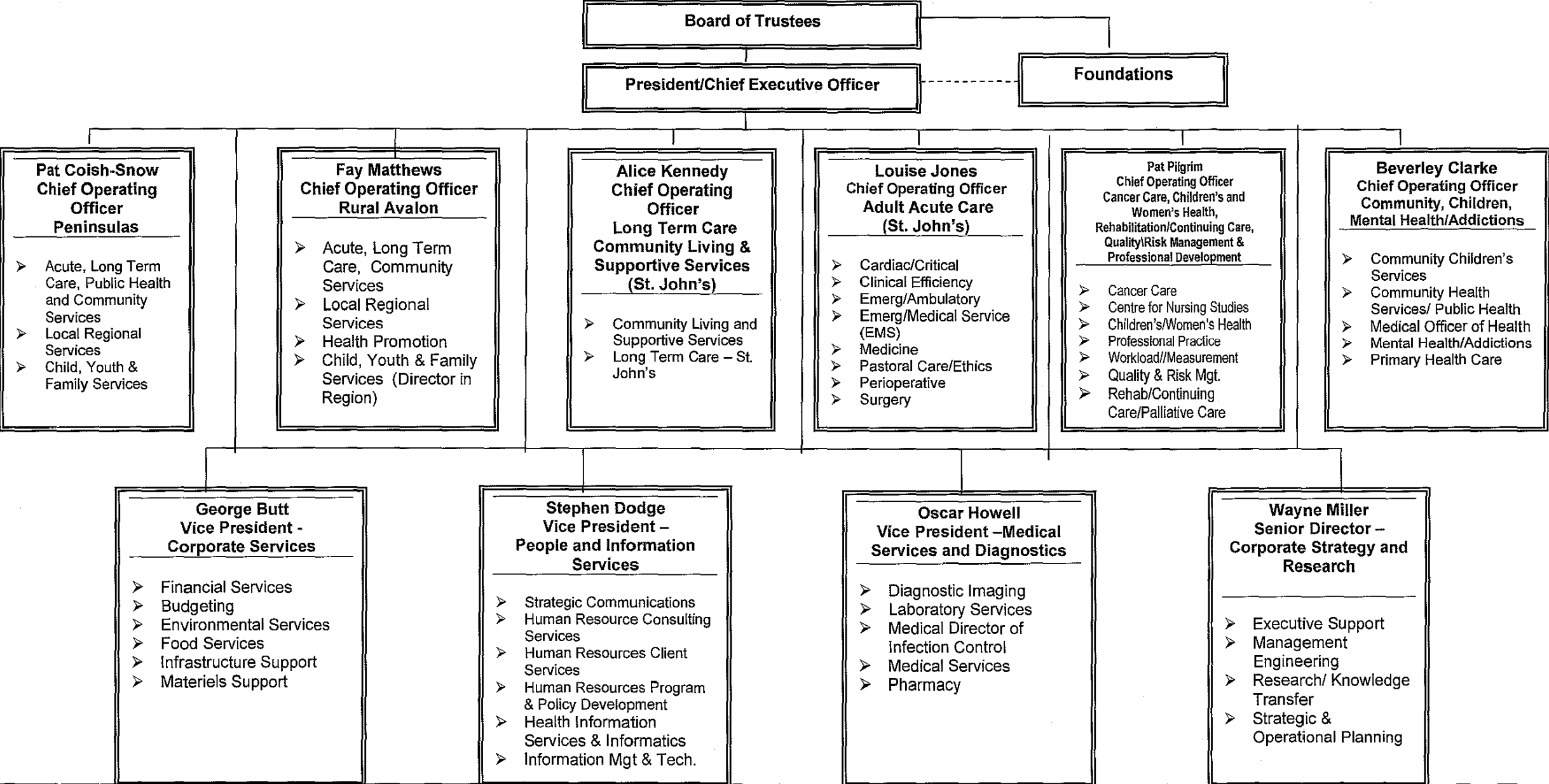
Experience as a Laboratory Technologist; completion of an approved Medical Laboratory Technology program qualifying for registration (General R.T.) supplemented by the completion from an approved program with a Diploma in Diagnostic Cytology (Subject R.T. Cytology) or a Diploma of Genetics Technology (Subject R.T. Cytogenetics).

NECESSARY SPECIAL QUALIFICATIONS

Certificate of registration with the Canadian Society of Laboratory Technologists as a Registered Technologist and Subject Registered Technologist (Cytology or Cytogenetics)

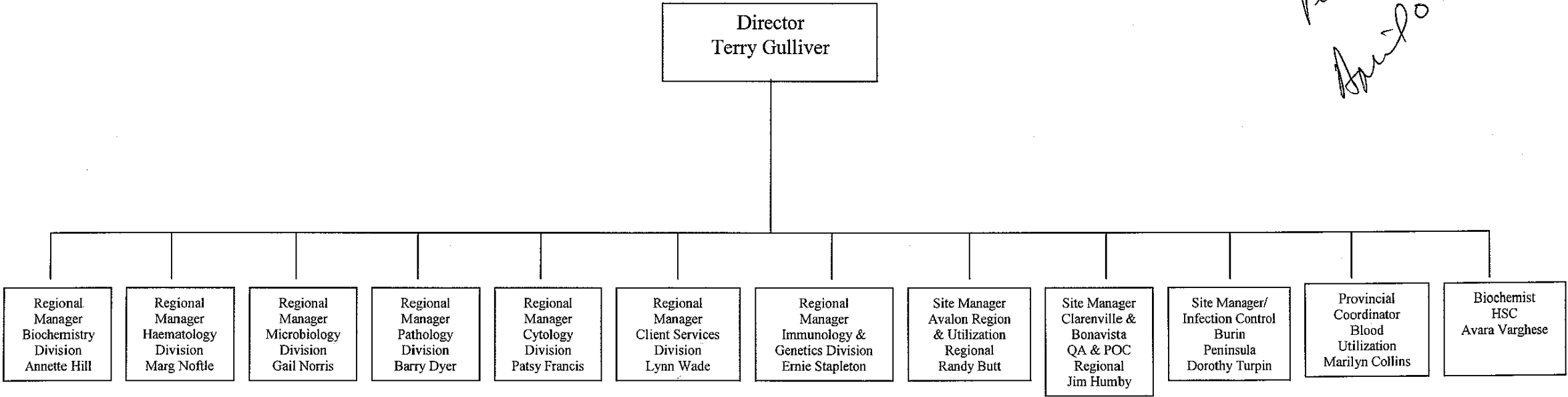
No. 22, 2006 (revised)

Eastern Regional Integrated Health Authority



* Policy leaders will be designated amongst Executive to ensure consistency across the region
* Changes in allocation are likely following recruitment and as the organization unfolds
* The following areas have organizational wide networking: Mental Health & Addictions, Palliative Care, Long Term Care, Public Health, Primary Health, Child/Youth/Family Services, Cancer Control Strategy, Dialysis Network.

**ORGANIZATIONAL STRUCTURE (MANAGEMENT)
LABORATORY MEDICINE PROGRAM
EASTERN HEALTH**



Regional Division Managers

- Responsible for strategic planning, policies, procedures, contracts, equipment/reagent leases, standardization, statistics within division/service for region.
- Responsible for day-to-day operations in St. John's region within division.

Site Managers

- Responsible for day-to-day operations of on-site Lab services in their region.
- Specific regional responsibilities as assigned (utilization, QA, and point of care).
- Jim Humby and Randy Butt will also liaise with COO's in their region for Lab services.

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person?
Amigo?*