

CLASSIFICATION GRID: 17

BENCHMARK TITLE: LABORATORY ASSISTANT

BENCHMARK NUMBER: 84100

JOB FAMILY: HEALTH SERVICES

SCOPE AND LEVEL DEFINITION

Performs laboratory procedures such as accessioning specimens, preparing specimens for testing, and preparing culture media and stock solutions. Performs related administrative support duties such as data entry, receiving and relaying phone messages, producing labels, and sorting and distributing mail.

TYPICAL FUNCTIONS AND RESPONSIBILITIES

1. Receives laboratory specimens, ensures that specimens meet acceptable criteria, assigns laboratory numbers, and assembles into work batches for testing.
2. Prepares specimens for testing in accordance with established procedures by performing duties such as staining slides, emulsifying and concentrating by centrifugation, choosing appropriate primary culture media, inoculating to various media, and placing in incubators.
3. Prepares culture media and stock solutions by performing duties such as weighing dehydrated media and chemicals, dissolving in water or other solvents, measuring pH and adjusting as required, and sterilizing by filtration or autoclaving.
4. Monitors supplies and equipment, takes inventories, consults with users, identifies requirements, prepares order requisitions for signature, and maintains related stock control records. Liaises with supervisor regarding problems with inventory and related systems.
5. Receives and checks orders, verifies accuracy of invoices, stocks shelves, checks stored medication for proper storage and dating, and distributes supplies. Contacts suppliers to obtain information and to resolve discrepancies.
6. Performs administrative support duties such as producing labels, inputting data into computer programs, maintaining patient and specimen information, receiving and relaying phone messages, completing forms, compiling information and statistics, packaging items for shipping, and sorting and distributing mail.
7. Performs cleaning duties such as washing equipment and supplies, and cleaning work area.
8. Performs other duties as assigned.

QUALIFICATIONS

Typical Education, Training, and Experience

- Grade 12
- Medical Laboratory Assistant Certificate
- Recent, related experience of six months
Or an equivalent combination of education, training, and experience
Or other Qualifications determined to be reasonable and relevant to the level of work

Typical Skills and Abilities

- Ability to communicate effectively, both verbally and in writing
- Physical ability to carry out the duties of the position
- Ability to work independently and in cooperation with others
- Ability to operate related equipment
- Ability to organize and prioritize
- Knowledge of laboratory routines
- Ability to type