



IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Medical Laboratory Technologist 1, Core Laboratory	
Position Number	Community	Division/Region
48-4218	Yellowknife	Laboratory Services / Stanton Territorial Hospital

PURPOSE OF THE POSITION

The Medical Laboratory Technologist 1, Core Laboratory (MLT1 Core) collects and analyzes a variety of biological samples within the Core Laboratory in accordance with recognized international laboratory practices as well as the philosophy and objectives of the Northwest Territories Health and Social Services Authority to ensure that medical and non-medical professionals have the test results necessary to diagnose, treat and manage disease.

SCOPE

The Northwest Territories Health and Social Services Authority (NTHSSA) is the single provider of all health and social services in the Northwest Territories (NWT), with the exception of Hay River and Tłı̨chʼı̨ regions, covering 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, Metis, and non-aboriginals. Health and social services includes the full range of primary, secondary and tertiary health services and social services including family services, protection services, care placements, mental health, addictions, and developmental activities, delivered by more than 1,400 health and social services staff.

While the Tłı̨chʼı̨ Community Services Agency (TCSA) will operate under a separate board and Hay River Health and Social Services Agency (HRHSSA) will in the interim, the NTHSSA will set clinical standards, procedures, guidelines and monitoring for the entire Northwest Territories. Service Agreements will be established with these boards to identify performance requirements and adherence to clinical standards, procedures, guidelines and policies as established by the NTHSSA.

Under the direction of the Minister of Health and Social Services, the NTHSSA is established to move toward one integrated delivery system as part of the government's transformation strategy.

Stanton Territorial Hospital (STH) is an Accreditation Canada accredited facility, located in Yellowknife, and is the referral center for approximately 43,000 NWT residents and 5,900 residents from the Kitikmeot Region of Nunavut. STH provides health care services to adults and children on an inpatient/outpatient and outreach basis in order to restore health with dignity. STH maintains a tobacco free environment within the building and throughout the property, recognizing the health hazards associated with tobacco in the workplace, both to smokers and non-smokers alike.

Located in Yellowknife and reporting directly to the Technical Supervisor, Core Laboratory, the incumbent analyzes samples and conducts individual patient tests using both complex laboratory instrumentation and manual techniques. This position performs routine laboratory analysis in chemistry, hematology, transfusion medicine and specimen collection and handling activities. While performing analysis the incumbent must be able to recognize normal and atypical findings and initiate the appropriate action. Accurate testing allows the practitioner to accurately diagnose medical conditions and arrange for proper care and treatment which ultimately impacts on a patients morbidity. This accurate and timely testing also assists public health teams address regional or territorial health issues in an effective manner.

Based on workload and operational demands the MLT1 Core may be required to provide support and coverage for the Medical Laboratory Assistants (MLA1) in order to ensure efficient and continual flow of samples for analysis. The incumbent may also be required to provide functional guidance to these positions when working within the Core Laboratory.

The incumbent will be required to share standby with the other MLT1 Core staff (approximates 5 days per month), and will be required to work three seven-day stretches in a 8-week period in order to accommodate weekend coverage. as well as providing rotational weekend and evening coverage. These services are provided on a seven-day per week rotational basis, 06:30 hrs. – 23:00 hrs. Services required after regular working hours are covered on an on-call basis. While on standby the number of call backs is high (2 - 3 call backs per standby day).

The incumbent may be exposed to emotionally upsetting situations and is expected to remain calm, controlled and professional, regardless of the situation and demonstrate care and compassion to the client/patient and other members of the health care team.

In addition to providing laboratory services to STH, the Core Laboratory Section provides services to:

- 3 hospitals within the NWT
- 21 Health Centres located in the NWT
- 4 medical clinics - NTHSSA
- the Department of Health and Social Services (DHSS), Health Protection Unit
- Stanton-Environmental Health Unit, and
- a variety of businesses located in the north including but not limited to mining companies and public works

Approximately 27, 000 tests are processed monthly at the STH Laboratory. Unlike most major laboratories in southern Canada Stanton Laboratory lacks a local Pathologist. Pathology services are delivered through a consulting pathologist in Edmonton, Alberta. In the absence of a resident pathologist the incumbent acts as a resource on Laboratory related practice. The remoteness of Stanton from major referral centres requires that the incumbent has a comprehensive understanding in the Core Laboratory disciplines of Laboratory Medicine as well as instrument maintenance and repair.

As the largest laboratory in the NWT, the laboratory is often chosen to participate in National Programs and committees; in the absence of a local pathologist, the incumbent collaborates with the Technical Supervisor, Core Laboratory to ensure that STH conforms with internal and external policies/standards.

RESPONSIBILITIES

1. Examine and analyze a variety of biological samples using recognized international laboratory practices to ensure that medical and non-medical professionals have laboratory results required to diagnose, treat and manage disease.

- Organize, prioritize and verify the accuracy of patient/sample information prior to processing.
- Prepare samples for analysis.
- Analyze samples using complex laboratory instrumentation and manual techniques,
- Review, verify and release patient results through the Laboratory Information Systems (LIS).
- Ensure all lab results are accurately entered into the LIS to track patient information.
- Track stock items (laboratory products and supplies) used and order supplies in the System for Accountability and Management (SAM) when additional items are required.
- Determine when samples require special handling and ensure that STH adheres to established National and International standards for the transportation of dangerous goods (TDG).

2. Perform, record, interpret and monitor Quality Control (QC) on all instruments and equipment to ensure the precision and accuracy of results reported.

- Following approved standard operating procedures perform QC tests on all instruments prior to analyzing samples.
- Calibrate or assist in the calibration of laboratory equipment on a scheduled and as required basis.
- Continually review test results in accordance with approved standard operating procedures to evaluate for any potential analytical error.
- Decide whether to release, delay or repeat testing prior to the reporting of patient results (reported results must be accurate) in accordance with approved standard operating procedures (SOPs).
- Investigates abnormal results/trends and initiate corrective action.
- Report QC issues to the appropriate Technologist II or Laboratory Supervisor.

- 3. Collect biological samples and perform diagnostic tests/exams on patients as part of the health care team.**
 - Run blood gas and capillary/venous gas tests.
 - Perform peripheral blood collection for adult, pediatric and neonatal patients using a closed collection system (i.e. Vacutainer), needle with syringe, and/or micro-collection techniques using routine practices and additional precautions as required.
- 4. Delegation in the absence of a local Pathologist,**
 - Laboratory Technologists, Core Laboratory will assist in the interpretation of results to medical and non-medical personnel, impacting on patient care and addressing Public Health Issues.
- 5. Assist in the continued maintenance of approximately \$500K worth of complex laboratory equipment in order to minimize downtime and maintain productivity. This will aid in extending the life expectancy of the instruments thus avoiding costly repair and/or replacement.**
 - Perform and document routine preventative maintenance on a scheduled basis.
 - Due to the remoteness of the community, the incumbent troubleshoots and is required to perform complex repairs on instrumentation, either unassisted or in telephone consultation with instrument repair specialists as required.
 - Notify the supervisor of repairs that are outside the scope of the incumbents training or require further intervention.
- 6. As part of the laboratory team provide exceptional customer service to all laboratory clients.**
 - Maintain a professional appearance and demeanor at all times when engaging with laboratory clients including patients, ordering practitioners, nursing staff and hospital administration.
 - Comply with the organizational dress code policy.
 - Provide patient instructions and advice only within the scope of the role of a Medical Laboratory Technologist as identified by the Canadian Society of Medical Laboratory Technology.
 - Ensure that all interactions with colleagues and clients are in accordance with the Government of the Northwest Territories (GNWT) Harassment Free and Respectful Workplace Policy.
- 7. Act as a resource for Laboratory Medicine to ensure established procedures and policies are followed, and to enhance the awareness of the profession.**
 - Provide orientations to new laboratory staff on laboratory equipment, policies and procedures and STH environment.
 - Provide orientation to medical and non-medical personnel in the proper collection and transport of biological samples. (i.e. including but not limited to venipuncture techniques, slide preparation, etc.).
 - Provide Point of Care testing (POC) and instrument maintenance.
 - Represent the Laboratory on a variety of hospital committees related to Core Laboratory services when required.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

Working within a laboratory setting the MLT1 - Core works with and is continuously exposed (4 - 7 hours/day) to infectious agents as a result of exposure to biological samples, human waste and sharps disposal (i.e. hands on delivery of services as well as during training, orientation and review of samples (QC)).

There is continuous exposure to toxic/corrosive agents used doing the performance of duties, and the incumbent is exposed daily on an on-going basis to unpleasant odors from urine, feces, culture plates and chemical reagents which can lead to headaches and/or nausea.

Sensory Demands

The incumbent will experience continuous periods of intense visual concentration in order to check the integrity of the samples (i.e. color, density, presence of contamination, volume) to determine if they are suitable for analysis. Many of these analyses will be conducted through microscopes (4 - 5 times a day).

Mental Demands

Within the Laboratory there is pressure to thoroughly and accurately analyze patient samples within a set length of time. This is hampered by: large number of samples, instrument limitations, testing outside of the laboratories scope, contaminated or unusable samples, etc.

In addition, within the health care setting there is a significant lack of control over the work pace, with frequent interruptions and unrealistic demands (i.e. complete tests in unreasonable time frame; processing of STAT samples where results are required for immediate treatment decisions. This usually involves a life-threatening situation.)

Collection and analysis is often done in stressful situations (timing is paramount in life and death presentations), as well as functioning in emotionally challenging situations.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Medical Laboratory Technology with a focus on core laboratory functions, principles, and standards of practice including specimen collection and handling, medical terminology, Chemistry, Hematology, Transfusion Medicine, Urinalysis, Point of Care Testing and manual laboratory testing methods, including microscopic cellular differential counts and identification and semen analysis.
- Ability to operate and understand complex laboratory instrumentation is required in order to provide direct hands on laboratory testing, provide direction and leadership to fellow hospital staff, and in order to analyze and interpret results to aid medical and non-medical professionals in the diagnosis, treatment and management of disease.
- Ability to operate computerized and mechanical laboratory equipment in order to

complete analysis of biological samples.

- Knowledge of and an ability to input and retrieve information from Laboratory Information Systems (LIS).
- Ability to operate desktop computers in order to produce written documents (word-processing), send and receive electronic mail and conduct research over the internet.
- Able to communicate effectively. This includes being able to get one's point across to both medical and non-medical individuals.
- Knowledge of the importance of patient and health care information confidentiality and must comply with all legislation and procedures directing the handling of confidential patient and organizational information.
- Ability to manipulate small samples and repair delicate instruments in confined spaces (i.e. well-developed motor skills).
- Ability to quickly recognize atypical laboratory findings and initiate the appropriate action.
- Knowledge of education principles related to adult learners in order to develop and deliver subject specific training and development.
- Ability to effectively organize workflow, assist with identifying individual training needs and staff training.

Typically, the above qualifications would be attained by:

A recognized Medical Laboratory Technology Program at a minimum of a diploma or degree level from an accredited Canadian Post-Secondary Institution. Internationally trained Medical Laboratory Technologists must have at least three (3) years of working experience in a Canadian Hospital Laboratory as a Medical Laboratory Technologist (in a core laboratory).

Applicants must have recent, relevant experience (within the past five (5) years) in all of the core laboratory disciplines including: Chemistry; Hematology; Transfusion Medicine; Urinalysis; specimen collection from adults, children and neonates.

Applicants must be registered with the Canadian Society of Medical Laboratory Science at the General Registered Technologist designation. New graduates waiting to write their certification examination will be considered however; registration must be achieved prior to beginning employment with Laboratory Services. Registration must be maintained throughout the period of employment with Laboratory Services.

These are bona fide requirements, equivalencies will not be considered.

ADDITIONAL REQUIREMENTS

Proof of immunization in keeping with current public health practices, is required.

Stanton Territorial Hospital Requirements

New Laboratory staff members must complete the following training activities within the first two (2) weeks of employment. All training must be maintained current throughout the period of employment. Additional training modules may be required depending on the changing needs of the department or organization.

- Aboriginal and Cultural Awareness Training
- Workplace Hazardous Material Information System (WHMIS).
- RL6 Incident Reporting Training.
- Workplace Safety Awareness Training
- N95 Mask Fit Testing.
- French Active Offer Training.
- Infection Prevention and Control.
- Fire Safety and Fire Extinguisher Training.
- Biosafety and Biosecurity Training.
- Transportation of Dangerous Goods Certification
- Privacy and Confidentiality Training
- Emergency Response Codes.
- Information Security Awareness Training.
- Hand Hygiene Training.

Position Security

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)
 Level required for this Designated Position is:
 ORAL EXPRESSION AND COMPREHENSION
 Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 READING COMPREHENSION:
 Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 WRITING SKILLS:
 Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

Indigenous language: Select language

- ☐ Required
- ☐ Preferred