



IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Medical Laboratory Assistant	
Position Number	Community	Division/Region
48-14090	Inuvik	Allied Health Services/Beaufort Delta

PURPOSE OF THE POSITION

The Medical Laboratory Assistant collects, sorts, processes and distributes a variety of biological and environmental samples within the Laboratory in accordance with recognized international laboratory practices. This position works in accordance with the established laboratory practices and the philosophy and objectives of the Northwest Territories Health and Social Services Authority, Beaufort Delta Region to ensure that medical other professionals have the test results necessary to diagnose, treat and manage disease in a timely and meaningful manner.

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 Tłı̄ch̄o 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 Tłı̄ch̄o 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.

In addition to providing core laboratory services to the Beaufort-Delta Region (BDR), the laboratory provides services to: seven community health centres, the Department of Health and Social Services (DHSS) Health Protection Unit-Environmental Health, homecare services, group homes, various sites including social services and dental therapy offices as well as a variety of businesses located in the north including but not limited to mining and, private contractors. The laboratory processes approximately 20,000 samples per year.

Located in Inuvik, at the Inuvik Regional Hospital (IRH) the Medical Laboratory Assistant (MLA) reports to the Manager of Allied Health Services, BDR, and works closely with the Team Lead, Laboratory (Team Lead) to perform the responsibilities including collecting laboratory samples and performing diagnostic tests, such as glucose point of care testing on patients as part of the health care team. The incumbent is exposed to emotionally upsetting situations on a regular basis 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.

This position is located in the IRH, in the specimen processing/receiving/core laboratory areas of the laboratory, and works to maintain a consistent flow of patients, laboratory samples and reports, in and out of the laboratory. The IRH is a 51 bed, accredited facility serving the town of Inuvik and 12 outlying communities serviced by the NTHSSA. The NTHSSA provides and supports the delivery of health care services to adults and children on an inpatient, outpatient and outreach basis in order to enhance healthy communities and well-being through excellence, accountability and respect for regional diversity.

RESPONSIBILITIES

1. Collects laboratory samples and performs diagnostic tests, such as glucose point of care testing on patients as part of the health care team.

- Performs 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.
- Provides instructions to patients on proper collection of biological samples to achieve high quality laboratory results.
- Accessions specimens into the Laboratory Information System (LIS).
- Validates specimen suitability including proper labeling adequate volume and integrity of the sample and accepts/rejects based on established policy.
- Reports errors in specimen procurement and ensure corrective actions are taken. Provides instructions to patients on the proper collection of biological samples to achieve high quality laboratory results.
- Prepare samples for analysis and prepares
- Prepare biological samples for transportation to referral laboratories, adhering to established International Dangerous Goods Regulations.
- Sorts and distributes biological samples collected in the Inuvik Regional Hospital, as well as biological samples referred in from other health facilities within the NWT using established standards of practice.

- Assists the Team Lead to maintain and order inventory required for the laboratory.
 - Performs laboratory equipment monitoring, cleaning and maintenance, such as glucometers, centrifuges and refrigerators.
 - Follows proper procedures and techniques to minimize discomfort to the patient. Follows orders of draw guide lines, ensures samples are adequate for test requested.
 - Collects morning samples from Acute Care, Long Term Care and Emergency.
 - Collections outpatient samples from 9:00 am – 12:00pm.
 - Other related duties as required by the Regional Manager of Allied Health Services.
- 2. Accesses a computerized database of patient files to enable the distribution and tracking of patient results/reports.**
- Verifies "referred out" testing in the LIS per the direction of the Team Lead.
 - Provides clerical support functions to the laboratory (i.e., faxing, photocopying).
- 3. Provides exceptional customer service to all laboratory clients**
- Maintains a professional appearance and demeanor at all times when engaging with laboratory clients including patients, ordering practitioners, nursing staff and hospital administration.
 - Complies with the organizational dress code policy and wears uniforms and closed toe, closed heel footwear when scheduled to perform direct patient care activities and when working in the laboratory.
 - Provides patient instructions and advice only within the scope of the role of a MLA as identified by the Canadian Society of Medical Laboratory Technology.
 - Ensures that all interactions with colleagues and clients are in accordance with the Government of the Northwest Territories (GNWT) Harassment Free and Respectful Workplace Policy.

WORKING CONDITIONS

Physical Demands

The majority of the incumbent's time (3-4 hours/day) will be spent providing direct, hands on collection of biological samples that involves standing in awkward positions, bending over patients and work benches, lifting and moving equipment (ranging in weight from 2-10 kg) and walking to nursing units to collect samples.

In addition, the incumbent will be packaging samples involving lifting and moving boxes and packages, ranging from small to large.

Environmental Conditions

The incumbent works with and is continuously exposed (4-7 hours/day) to infectious agents such as biological samples, human waste, unpleasant odors, sharps, chemicals, and toxic or corrosive agents used during the performance of duties.

Sensory Demands

Short but frequent periods of concentration are required for the obtaining and packaging of biological samples. Due to the nature of the work (i.e. collecting blood) the incumbent must have a developed sense of touch in order to locate the vein and accurately insert a needle.

Mental Demands

Within the health care setting there is a significant lack of control over the workplace, with frequent interruptions and unrealistic demands (i.e. collect and/or deliver samples in unreasonable time frame).

The incumbent is exposed to emotionally disturbing situations on a regular basis.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of laboratory medicine with a focus on specimen control functions, principles, and standards of practice including venipuncture, medical terminology
- Ability to operate and understand complex sample preparation and collection processes in order to perform basic analyze testing, preparation, aid medical laboratory technologists and assist medical and non-medical professionals in advising patients for testing preparation.
- Ability to operate computerized and mechanical laboratory equipment in order to do set up for analysis of biological samples.
- Knowledge of and an ability to input and retrieve information from Laboratory Information Systems.
- 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 and awareness 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 an ability to quickly recognize atypical laboratory findings and initiate the appropriate action.
- Ability to remain calm, controlled and professional, and demonstrate care and compassion to the client/patient and other members of the health care team.

Typically, the above qualifications would be attained by:

A recognized Medical Laboratory Assistant Program at a minimum of a certificate and registration with the Canadian Society of Medical Laboratory Sciences (CSMLS) as a Medical Laboratory Assistant. Applicants without the required training or certification must have worked as a Medical Laboratory Assistant in a Canadian hospital medical laboratory and be able complete the CSMLS certification exam within two (2) years of indeterminate hire.

Experience in Core Laboratory would be an asset.

ADDITIONAL REQUIREMENTS

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

Incumbent must maintain active registration with the Canadian Society of Medical Laboratory Science as a Registered Medical Laboratory Assistant throughout the term of employment.

Inuvik Regional Hospital Requirements

New Laboratory staff members must complete the following training activities within the first four (4) 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; Infection Prevention and Control.
- N95 Mask Fit Testing.
- French Active Offer Training.
- Biosafety and Biosecurity Training; Information Security Awareness Training.
- Fire Safety and Fire Extinguisher Training.
- Transportation of Dangerous Goods Certification
- Privacy and Confidentiality Training
- Emergency Response Codes.
- 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