
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Clerical

Class Series: Clerk General

Grid: 14

Class Title: Clerk, Laboratory

I. Level Definition

Positions at this level process test requisitions by receiving specimens and written or verbal instructions from physicians and completing requisition forms; summarize pathology reports; and perform a variety of related duties such as receiving patients, telephone answering and typing.

II. Typical Duties

1. Processes test requisitions by receiving specimens and written or verbal instructions from physicians and completing requisition forms with information such as age, weight, and fasting according to the specific laboratory test required; explains requisition information to patients.
2. Receives pathology reports, types information such as name, birth date and doctor into patient file and prepares summary reports as required.
3. Performs clerical duties such as maintaining records of test results, telephone test results as required, making appointments, typing and filing.
4. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12, medical terminology and two years' recent related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to keyboard at 45 wpm.
- (ii) Ability to communicate effectively both verbally and in writing.
- (iii) Ability to deal with others effectively.
- (iv) Physical ability to carry out the duties of the position.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.