
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Patient Care Technical

Class Series: Lab Assistants

Grid: SD15

Class Title: Lab Assistant II

I. Level Definition

Positions at this level take blood from patients, collect and prepare blood and other specimens for analysis by Lab Assistant III's, IV's and/or Medical Technologists.

II. Typical Duties

- (1) Takes blood samples from patients and labels relevant information.
- (2) Prepares specimens such as blood and urine for analysis by checking specimen identification with requisition and performing duties such as separating serum/plasma from cells by centrifugation.
- (3) Batches specimens in order of established priorities for distribution to various areas for analytical testing.
- (4) Performs routine lab tests such as urine tests for protein and/or glucose by procedures such as using colour coded dip sticks.
- (5) Stores specimens for which analysis has been completed and discards outdated specimens as directed.
- (6) Performs clerical functions such as maintaining records of test results, telephoning test results as required, making appointments, typing and filing.
- (7) Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 10 plus one year's recent, related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

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