

Alberta Precision Laboratories (APL) and the Health Sciences Association of Alberta (HSAA)

This classification specification identifies representative duties and responsibilities, and is intended to assist in the determination of the appropriate classification level within each discipline. Some duties and responsibilities may overlap between class levels. The classification specification is not intended to provide an exhaustive list of all duties performed.

Classification Title: **Medical Laboratory Assistant I**

Job Summary:

The Medical Laboratory Assistant (MLA) I is the working level responsible for specified technical functions including procurement, handling, processing, dispatching and routine testing of specimens and samples from a variety of sources according to established protocols.

Key Responsibilities and Typical Duties:

Core Duties

- Performs computer functions including test order entry, result inquiry and report printing.
- Receives, matches and accessions specimens and samples.
- Identifies and prepares patients prior to collecting samples and obtains patient consent.
- Collects specimen/samples.
- Prepares specimens/samples for testing.
- Performs routine testing of specimens/samples.
- Operates and performs basic maintenance and troubleshooting on a variety of laboratory equipment.
- May prepare a large variety of laboratory media, reagents, antibodies, and stains.
- Ensures quality control for samples, equipment, laboratory media, reagents, antibodies and/or stains.
- Ensures laboratory equipment is maintained and is in safe working order.
- Completes various methods of sterilization.

Other Related Duties

- Prepares, packages and sends laboratory specimens and other materials.
- Performs general laboratory cleaning including hazardous waste disposal and cleaning of laboratory equipment.
- Ensures laboratory equipment and instruments are properly calibrated.
- Stocks supplies and maintains inventory.
- Assists the supervisor in the assessment, introduction, modification and evaluation of methodologies, supplies, equipment and physical layout of the area.

Leadership

- Participates in the orientation, training and evaluation of staff and students.
- May provide collegial guidance to other MLA I's, students, and/or administrative staff.

Decision-Making

- Recognizes unusual or abnormal patient samples or situations and reports to appropriate individual(s).
- Directs patient flow, handles patient inquiries and redirects calls.

Knowledge:

Education

- Graduation from an accredited Medical Laboratory Assistant certificate program or equivalent combination of education and experience.

Additional Qualifications/Designations/Certification

- May require Transportation of Dangerous Goods (TDG) certificate or additional coursework where duties include transporting specimens/samples via ground.

Working Conditions:

Physical Demands

- Walking, bending, lifting and extended periods of standing required.
- High degree of prolonged visual attention/concentration required.
- Regularly required to perform repetitive movements.

Work Environment

- Exposure to heat, cold and noise.
- Exposure to needlesticks, infectious microbes, a variety of biological hazards, chemical hazards, toxic fumes and concentrated acids.
- Requires personal protective equipment and/or clothing.
- Potential exposure to patients who have been exposed to radiation.