

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 II**

Job Summary:

The Medical Laboratory Assistant (MLA) II is responsible for coordinating the day-to-day operations of the laboratory services for their assigned service area or for performing advanced laboratory assistant duties.

Work at the MLA II level is differentiated from work at the MLA I level by the additional responsibility of coordinating daily operations and/or quality assurance functions in an assigned area or performing advanced preanalytical and analytical handling and processing of specimens.

Key Responsibilities and Typical Duties:

In addition to the duties performed by the MLA I, the MLA II:

Core Duties

- Coordinates, prioritizes, monitors and assigns day-to-day duties of laboratory staff in their assigned area.
- Prepares shift schedules, work hours, call rotations, leave and vacation schedules.
- Resolves escalated operational, laboratory and patient issues.
- Conducts quality control investigations and monitors continuous quality improvement.
- Documents issues related to laboratory operations, incidents and patient care concerns.
- Maintains technical and/or operational procedures according to defined standards and accreditation requirements.
- May perform advanced preanalytical and/or analytical techniques on specimens (e.g., grossing requiring trimming and/or cutting of specimen).

Other Related Duties

- Defines supply and stock requirements, monitors and maintains inventory and orders supplies.
- May perform payroll related duties.
- May participate in the evaluation and selection of new products and equipment.

Leadership

- Coordinates and organizes area workload and workflow for MLA I and administrative staff.
- Provides coaching and feedback to MLA I staff and students.

- Coordinates orientation, training and may participate in recruitment activities where appropriate.
- Provides input to managers on MLA I staff and student performance based on observations and past coaching and mentoring topics.
- Ensures laboratory staff maintain compliance with policies and procedures.
- Assists in the implementation of organizational and divisional initiatives.

Decision-Making

- Resolves unusual or complex cases referred by MLA I staff and/or refers unusual or abnormal findings to the appropriate individual(s).
- Participates in the development of standard operating procedures, policies, training and/or competency documents.
- Makes decisions regarding the appropriate advanced handling or processing of samples (i.e., trimming, slicing) required in accordance with established procedures.

Knowledge:

Education

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

Additional Qualifications/Designations/Certification

- May require completion of additional courses in physiology, anatomy, grossing theory, etc., from a formal educational institute where duties include performing advanced preanalytical and analytical handling and processing of specimens.

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.