

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: **Pathologists' Assistant II**

Job Summary:

The Pathologists' Assistant II is responsible for coordinating and monitoring the daily activities of the pathology department and/or gross room.

Work at the Pathologists' Assistant II level is differentiated from work at the Pathologists' Assistant I level by the additional responsibility of coordinating the day-to-day administrative and technical functions for a pathology department and/or gross room.

Key Responsibilities and Typical Duties:

In addition to the duties performed by the Pathologists' Assistant I, the Pathologists' Assistant II:

Core Duties

- Coordinates, prioritizes, monitors and assigns day-to-day duties of Pathologists' Assistant I's in their assigned area.
- Evaluates work process and provides technical advice to support staff with completing gross examinations.
- Develops/updates standard operating procedures.
- Evaluates equipment function and participates in discussions for the implementation or upgrading of equipment in collaboration with the Pathologist and/or Manager.
- Implements, maintains, documents and assesses quality control, quality assurance and safety procedures.

Other Related Duties

- Handles escalated technical issues related to services provided.
- Maintains inventory of and assists with evaluating vendors for supplies and equipment.
- Instructs laboratory staff in the gross room on technical processes and process changes for gross examination of specimens.
- Contributes to the preparation of shift schedules.
- Evaluates and recommends new equipment purchases.

Leadership

- Coordinates and organizes area workload and workflow for Pathologists' Assistant I's and other laboratory staff.
- Provides technical support and training on grossing techniques and laboratory procedures for Pathologists' Assistant I's, Pathology Residents and laboratory staff.
- Organizes orientation and general instruction/training for students.
- Supervises Pathologists' Assistant I's and laboratory staff.
- Makes recommendations to the Manager related to quality improvement, standards and education.
- May participate in recruitment and selection of staff.

Decision-Making

- Resolves technical problems and unusual or abnormal findings or refers concerns to the appropriate level of management or the Pathologist.
- Delegates work to Pathologists' Assistant I's and laboratory staff.
- Assists with the development of laboratory policies and procedures.

Knowledge:

Education

- Master's Degree of Pathologists' Assistant or equivalent combination of education and experience recognized by the Canadian Association of Pathologists for Canadian Certification Council of Pathologists' Assistant (CCCPA) certification.

Registration Requirements

- Certification with the Canadian Certification Council of Pathologists' Assistants (CCCPA).

Working Conditions:

Physical Demands

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

Work Environment

- Exposure to blood, bodily fluids, sharp instruments, chemicals and bio-hazardous materials.
- Requires personal protective equipment and/or clothing.