

TITLE: MEDICAL LABORATORY ASSISTANT -II, SPECIMEN MANAGEMENT AND MOBILE PHLEBOTOMY/ECG
NOC: 3212
Reports to: Director of Laboratory Operations
Employment Type: Part-Time (minimum 67.5 hours in two weeks)
Duration: Maternity replacement – up to 1 year
Location: Don Mills/Eglinton with weekly travel to Oakville and/or Etobicoke for mobile phlebotomy and ECG

BENEFITS: Eligible to join the Hospitals of Ontario Pension Plan (HOOPP) Short term sick plan Great CEO, Team

In-Common Laboratories (ICL) is looking for a **Medical Laboratory Assistant II, Specimen Management and Phlebotomy/ECG** to support our operations in its primary line of business – hospital laboratory medicine network specimen referrals. The MLA-II will also be regularly scheduled for back up coverage for mobile phlebotomy and ECG. If you have experience with specimen management, can multitask, have a passion for working with patients; and are an experienced phlebotomist who can work independently; this opportunity to work at ICL in a challenging, fun and growing organization will appeal to you!

Position summary

The MLA-II will be responsible for general support functions within Specimen Management: receiving specimens, accurately entering in orders in the lab information system (LIS), preparing specimens for referral, arranging for specimen transport, and, preparing reports. The MLA-II will be required to rotate on several benches, carry out preventative maintenance and other quality-related tasks. The MLA-II will be required to communicate with client and supplier labs on the phone, by email and by fax. The MLA-II will be scheduled to travel to Oakville and Etobicoke to perform phlebotomy/ECG on a regular basis to provide back up coverage (about one day per week). The MLA-II will interact with patients, clients and colleagues daily and demonstrate a high degree of compassion, integrity and professionalism in these interactions.

Highlight of Responsibilities

Specimen Management Functions (rotate through various benches and perform quality assurance activities)

- Receive specimens;
- Identify problems with specimens and requisitions or manifests;
- Accurately enter information into the LIS;
- Label and prepare specimens and ensure specimen requirements for tests requested are met;
- Organize, package and arrange for specimen transport to supplier labs;
- Enter results into LIS to prepare laboratory reports.

Preventative Maintenance

- Disinfect work surfaces and equipment;
- Properly dispose of garbage, bio-hazardous waste, and, confidential information;
- Record temperatures;
- Receive and organize supplies and dispatch supplies to clients.

Mobile Phlebotomy/ECG Back up

- Collect blood from patients
- Perform ECGs
- Process collected or received samples, including spinning and aliquoting
- Package, ship and/or transport samples for testing
- Provide support to clients and problem solve as required

Qualifications

Education

- Medical Laboratory Technician training
- Certification by the OSMT or CSMLS is a must

Experience

- 1-2 years of experience in a laboratory environment
- Recent experience in specimen management
- 2-4 years of experience drawing blood and performing ECGs
- Experience working as a mobile phlebotomist is an asset
- Knowledge of medical terminology is required

Bona fide Occupational Requirement

- Dexterity – ability to work with both hands
- Mobility – must have access to a car and a valid driver's licence

Assets/Skills/Qualities

- Punctuality and reliability
- Good computer skills, including use of the Microsoft Office Suite (good working knowledge of Microsoft Outlook)
- Ability to self-manage and work independently
- Great organizational skills
- Attention to detail, and a high-level of accuracy
- Friendly, courteous, compassionate and caring with strong service orientation
- Excellent communication skills
- Ability to relate well with co-workers, supervisors, clients and patients

Languages

- English
- French preferably

Employment Conditions

- Mainly 9-5 with some early shifts
- Some on call and call back

We would like to thank all candidates for expressing their interest. Please note that only those selected for interview will be contacted, no phone calls please. ICL is an equal opportunity employer. We offer accommodation for applicants with disabilities, as required, during the recruitment.