

Alberta's Health Regions and Voluntary Organizations 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 (Local Condition)**

Date Updated: **May 20, 2008**

Job Summary:

This position monitors and coordinates the work of the Medical Laboratory Assistants (MLA's) under the direction of a Technologist/Pathologist while performing specified technical and administrative functions. Provides input to the supervisor regarding staffing needs, product requirements and service changes due to workload, computer issues, supplies and equipment maintenance.

Work at the MLAll level is differentiated from work at MLA I level by additional responsibility for the day-to-day coordination of duties.

Key Responsibilities and Typical Duties:

In addition to performing the duties of the MLA I, the MLA II:

Core Duties

- Provides instruction and support in the operation, maintenance, and troubleshooting of instruments.
- Oversees quality control and quality assurance functions.
- Conducts performance proficiency samples.

Other Related Duties

- Prepares requisitions for the purchase of supplies.

Leadership

- Coordinates and organizes department workflow, reassignments and deployments.
- Assists the supervisor in disseminating information on changes to procedure, policy or equipment.

Decision-Making

- Assists in resolving problems referred by department staff.
- Assesses the validity of requests, specimens, and forwards issues to appropriate individual(s).
- Investigates results not matching quality control guidelines.

Knowledge:

Education

- Graduation from a recognized Medical Laboratory Assistant (MLA) Certificate Program or equivalent.

Additional Qualification/Designations/Certifications

- May require Transportation of Dangerous Goods certification.
- May require additional microbiology and histology courses.

Registration Requirements

- Eligible for registration, as a MLA, with Alberta College of Medical Laboratory Technologists (ACMLT).

Working Conditions:

Physical Demands

- Walking, bending, lifting and long periods of standing required.
- Assists with patient transfers and helping people in and out of collection chairs.
- Close visual attention required for extended periods of time.

Work Environment

- Exposure to needlesticks, infectious microbes, a variety of biological hazards, chemical hazards, toxic fumes, and concentrated acids.
- Exposure to heat, cold and noise.
- Requires protective clothing.
- Potential exposure to patients who just had radiation exposure.