

Job Description

Job Title:	Laboratory (Venipuncture) Technician
Department:	Health Services
Reports To:	Nursing Supervisor
Jobs Reporting:	None
Salary Grade:	USG 5
Effective Date:	April 2014

Primary Purpose

To collect laboratory specimens as ordered by Physicians working at Health Services in a safe and professional manner. Act according to Laboratory Best Practice Guidelines and relevant legislation including: Personal Health Information Protection Act, 2004, Regulated Health Professions Act, 1991, Human Pathogens and Toxins Act, 2009, Health Protection and Promotion Act, 1990, Ministry of Health and Long term care Act, 1990 and other legislation as appropriate.

Key Accountabilities

Perform venipunctures and other lab procedures:

- Responsible for informing and instructing patients about the collection of specimens such as fasting requirements, stool collections, urine samples etc.

Administrative Duties:

- Will maintain a daily record of patient visits and tests performed
- Responsible to keep a list of all HIV tests done, track them and file these into the patient's chart.
- Responsible to enter the daily venipuncture billing on the computer
- Responsible for supplying current OHIP information and data about the patient, to the testing Lab
- Obtains urine samples for Drug Screening for specific employers, ensuring all special collection methods have been followed
- Acts as a contact person between Health Services and the testing lab in matters involving specimen collection
- Coordinates with Co-op Employers regarding Third Party Physicals for students
- Stay current and informed with trends in tests and procedures and inform staff of these changes

Teach Health Services staff special laboratory procedures:

- Responsible for being an expert in procedures such as chemical dipstick urine testing, Quick Strep A throat swabs, influenza nasopharyngeal swabs
- Develops training methods that are suitable for the Health Services environment

Required Qualifications

Education

- Graduate from a Canadian Medical Association (CMA) accredited Medical Laboratory Technician (MLT) education program

Experience

- 2 years desirable, specific type of experience necessary
- A member in good standing with the College of Medical Laboratory Technologists of Ontario (CMLTO)

Knowledge/Skills/Abilities

- Must be able to perform EKG and Pulmonary function Test.
- Work in accordance to Laboratory Best Practice Guidelines and relevant legislation including: Personal Health Information Protection Act, 2004, Regulated Health Professions Act, 1991, Human Pathogens and Toxins Act, 2009, Health Protection and Promotion Act, 1990, Ministry of Health and Long term care Act, 1990 and other legislation as appropriate.
- Basic skills in Microsoft Office suite

Nature and Scope

- **Contacts:** Negotiating new protocols as part of operational change, communication of lab news to health services team etc.
- **Level of Responsibility:** Influence - ability to provide information and constructive feedback to nurse and physician colleagues, Leadership – following basic principles to maintain healthy work relationships, leading by example, Coaching – instructing/demonstrating to patients/staff proper technique for specimen collection, Functional Direction – communication with staff courier service
- **Decision-Making Authority:** Decisions regarding which collection tubes to use for different blood tests, handling and storage of specimens etc., At what point are decisions referred – clarification of a doctor’s order, instructions from the lab about collection for a test which is new or there is a changed protocol, Problem-solving – need to redo collection if problems with sample
- **Physical and Sensory Demands:** Distractions – multiple patients accessing service at the same time, leaving the lab for breaks and lunch will need to be coordinated with number of patients waiting for service, Attention to detail for accurate labelling of specimens and collections of appropriate specimens, lifting up to 10 pounds, carrying up to 10 pounds
- **Working Environment:** Office based. Risks – handling of blood and body fluids, risks managed through use of protective personal equipment and following infection control procedures in the lab environment