

Valley Medical Laboratories

S. Tebbutt, M.D.
D. Lesack, M.D.

L.H. Argatoff, M.D.
D. A. Hardy, M.D.

J. Doyle, M.D.
Y. Brierley, M.D.

POSITION: Chemistry Medical Laboratory Technologist – Team Lead

Location: Kelowna Main Lab

Type: Full-Time Benefited

Valley Medical Laboratories is a physician owned and operated community laboratory that is proud to have been serving the residents and physicians of B.C.'s Okanagan Valley since 1969. The lab is owned and operated by a group of local pathologists, reliably serving the needs of patients from Vernon to Osoyoos from one of 14 collection locations conveniently located in Osoyoos, Penticton, Peachland, West Kelowna, Kelowna, Winfield, Vernon and Lumby.

Reports to Laboratory Manager, Core Laboratory Manager and/or Pathologists

Hours of Work 37.5 hours per week which may include weekends (due to the nature of the position must be flexible and prepared to work extra hours as required)

QUALIFICATIONS

Education

- Graduation from an accredited program in Medical Laboratory Technology and current registration with Canadian Society of Medical Laboratory Science (CSMLS)

Experience

- Minimum five (5) years of clinical experience in Chemistry Lab
- Minimum two (2) years of leadership experience

SKILLS AND ABILITIES

- Provide leadership and work independently within a team environment
- Demonstrate good judgment and decision-making skills and attention to detail
- Maintain current professional standards, technical knowledge and quality standards
- Communicate effectively both verbally and in writing
- Organize work and perform duties accurately and maintain quality standards
- Perform laboratory procedures and operate related equipment in accordance with established methodology and departmental procedures

RESPONSIBILITIES

- Oversee the day-to-day functions of the chemistry department
- Provide leadership and direction while ensuring departmental quality and safety standards are maintained
- Establish a positive work environment that fosters a culture of inclusivity and team work



105-537 Leon Ave., Kelowna, BC, V1Y 6J5, Canada Phone: (250) 763-4813, Fax: (250) 862-2843

www.valleymedicallaboratories.com

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DUTIES

Note: Cover duties assigned to Assistant Team Lead when absent

Staffing

- Supervision of Technologists and Lab Assistants within the Chemistry department
- Assess competency of department personnel and conduct performance appraisals
- Support staff / conflict resolution re: personal/work issues
- Oversee scheduling, attendance, payroll submission and holiday approval

Communication

- Hold regular staff meetings
- Attend department head meetings
- Telephone, email and written correspondence
- Meet with the Lab Manager, Core Laboratory Manager and/or Pathologists as required re: staffing, patient, results/reports, error/incident reports, orders, other business etc.

Computer

- Maintenance of Chemistry codes/comments
- Chemistry Department "Super User"
- Chemistry Department Policy and Procedure Manual documentation, updates and revisions
- Oversee LIS as it relates to Chemistry: updates in reference intervals, setup of new test codes and panels and LIS communication with instrumentation

Equipment and Inventory

- Oversee weekly, monthly, bi-yearly and yearly maintenance
- Troubleshooting for analyzers
 - Cobas 8000
 - Cobas p512
 - Centaur XPT
 - BioRad D-100
 - Sebia MiniCap
 - Siemens DCA
 - Elix-15 and Elix-70 Water Systems
- Troubleshooting for alternate equipment/instrumentation
 - fridges and freezers
- Initiates additional service/repairs as required
- Oversee inventory Control
- Review and maintain contracts



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Monitor Quality Control

- Review all QC monthly
- Follow up on all results that fall outside of acceptable parameters
- Incident report documentation

Proficiency Testing: EQAS, CAP, One World and Ceqal

- Maintain and monitor proficiency testing programs for all Chemistry analytes
- Submit completed response forms when required

New Method Development

- Assess and implements new methods and/or changes to existing methods and procedures under the guidance of the Medical Director

Bench Duties

- Performs routine medical technologist duties as required
- Oversee technical operations
- Provide technical assistance to chemistry department technologists and lab assistants
- Cover benches as needed to ensure procedures are current and acceptable
- Verify and Release Results as required
- Oversee trainer to ensure they are delivering the required information to new staff
- Oversee LIS as it relates to Chemistry

Instrumentation and Related Lab Equipment

- Roche Cobas 8000 (c701) chemistry analyzers for high volume routine testing of serum and urine. Urine testing includes urine chemistry assays as well as drugs of abuse screening.
- Siemens Advia Centaurs for immunoassays
- Bio-Rad Variant Turbo II HPLC systems for HbA_{1c}
- Somagen Minicap capillary electrophoresis system for serum protein electrophoresis
- Roche p512 pre-analytical sample sort/uncap/recap unit
- Millipore Elix-15 and Elix-70 Duplex water purification systems
- Omni-Tech Laboratory Information System
- Unity Quality Control System
- Cobas IT Middleware Program



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Other

- Perform other duties as required

Management reserves the right to revise this job description as required.



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