

# Valley Medical Laboratories

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## **POSITION: Medical Laboratory Assistant**

**Location: South Okanagan PSCs, Central Okanagan PSCs, and North Okanagan PSCs**

**Type: Casual**

*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.*

**Brief Job Description:** The job of a Medical Laboratory Assistant includes but is not limited to greeting the patient, data entry, phlebotomy, ECGs, and the preparation of samples for transport.

**Job Responsibilities:**

- Correctly identify and amend patient identification.
- Specimen collection and its requirements, i.e., labelling, handling, preparation, storage, packaging, unpacking, transporting and disposal.
- Successfully complete appropriate phlebotomy collections through use of venipuncture and micro collection techniques.
- Successfully complete ECGs in compliance to VML procedures.
- Provide accurate specimen collection instructions to patient.
- Acquire and adhere to proper documentation requirements for Chain of Custody procedures.
- Process specimens according to facility protocol.
- Proper use, maintenance, and troubleshooting of laboratory equipment.
- Maintenance, cleaning, and stocking of laboratory supplies.

**Required Skills:**

- Computer literacy required
- Effective time management skills
- Effective verbal and written communication skills
- Effective problem solving skills
- Ability to work as part of a team or independently when required

**Qualifications:**

- High School Diploma
- Successful completion or enrollment in a recognized Laboratory Assistant training program
- One year's experience preferred
- A valid B.C. Drivers License
- A positive Criminal Record Check
- Ability to type 40 WPM
- Registration with BCSMLS or CSMLS considered an asset



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[www.valleymedicallaboratories.com](http://www.valleymedicallaboratories.com)