

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: Hematology Medical Laboratory Technologist – Team Lead

Location: Kelowna Main Lab

Type: Full-Time

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: This position is responsible for overseeing the day-to-day functions of the Hematology department. Purchasing, time sheets and scheduling are shared with Hematology Assistant Team Lead.

Job Responsibilities:

- Supervise staff and distribute workload to ensure it is completed in a timely manner.
- Oversee scheduling, attendance, payroll submission and holiday approval.
- Provide guidance and coaching in the orientation and training of new staff.
- Complete staff performance appraisals and competency assessments.
- Ensure that quality control testing and verification is completed and signed off.
- Ensure that preventative maintenance of equipment is performed and documented.
- Initiate repairs on malfunctioning equipment.
- Monitor efficiency of the lab and recommend quality improvement changes appropriate.
- Complete purchase order requisitions and ensure that adequate supplies are always on hand.
- Document incidents and problems, take actions and follow up with staff and Human Resources.
- Complete incident reports and action taken to QA.
- Attend and contribute to Team Lead meetings.
- Collaborate in the development and implementation of new policies and procedures.
- Notify management of all safety issues.
- Oversee technical operations.
- Provide technical direction to Hematology department Medical Laboratory Technologists and Medical Laboratory Assistants.
- Cover benches as needed to ensure procedures are current and reasonable.
- Verify and release results are required and review daily outstanding list to ensure patient results are released.
- Perform other duties as required.

Required Skills:

- Computer literacy required
- Effective time management skills
- Effective verbal and written communication skills
- Effective problem solving skills



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- Ability to work as part of a team and independently when required

Qualifications:

- Graduation from accredited program in Medical Laboratory Technology
- Active registration with the Canadian Society of Medical Laboratory Science (CSMLS)
- 10 years of relevant experience in Hematology
- Demonstrated experience supervising a small team (3-6 employees)
- A positive Criminal Record Check

This is a benefited position.



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