

# 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: Medical Laboratory Assistant – North Okanagan Patient Service Centers Assistant Team Lead**

**Location: North Okanagan – Lake Country, Vernon, Lumby**

**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** Central Processing Team Lead, General Laboratory Manager and/or Pathologists

**Hours of Work** 37.5 hours per week (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 or Medical Laboratory Assistant and current registration with the Canadian Society for Medical Laboratory Science (CSMLS) or British Columbia Society of Laboratory Science (BCSLs)

### **Experience**

- Minimum two (2) years of Medical Laboratory experience
- Minimum two (2) years of proven leadership experience

## **SKILLS AND ABILITIES**

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

## **RESPONSIBILITIES**

- Assist Central Processing Team Lead with day-to-day functions of the North Okanagan PSCs
- 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 teamwork

## **DUTIES**



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

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

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## Staffing

- Supervise and oversee operations of North Okanagan PSCs.
- Oversee House Call and care home collections in the North Okanagan.
- Aid with new employee orientation and checklists.
- Coordinate student orientation and practicum placements for MLA's.
- Assist with evaluating staff performance for North Okanagan team members.
- Assist with employee concerns, complaints, and opportunities for improvement.
- Provide leadership to front line staff in daily functions (i.e., data entry, specimen collection, perform ECG's, specimen processing, and send outs).
- Coordinate with Central Processing Assistant Team Leads regarding work schedules, timesheets, and vacation approval for VB, VN, WF and LC.
- Delegate housekeeping tasks as necessary and other assignments.

## Communications

- Monitor and implement changes to policies and procedures in the North Okanagan.
- Coordinate joint staff meetings and communications between VB, VN, WF and LC.
- Liaison with other VML Department Team Leads, Courier Services, Pathologists, Business Managers, Physician Offices, Care Homes, Clinic Property Manager, Hospital Labs, and Janitorial staff.

## Computer LIS/IT

- LIS resource, troubleshooting and downtime coordination.

## Equipment and Inventory

- Coordinate equipment repairs and implementation of new equipment.
- Supplies – Inventory and ordering as necessary.
- Review data sheets charts, statistics, temperature charts and equipment maintenance charts.

## Quality

- NCE initiation and investigations.

## Other

- Attend monthly Team Lead, Safety and Quality meetings in Kelowna.
- Organize social functions (i.e. luncheons, Christmas, etc.).
- Regular site visits to all North Okanagan PSCs.

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



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