



POSITION: Medical Laboratory Assistant – Multi-Discipline Chemistry/Hematology Department

Location: Kelowna

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 Chemistry Department & Hematology Department Team Lead

Hours of Work 37.5 hours per week with regular rotation on the evening shift – current departmental hours of coverage 7am to 8:30pm Monday through Friday

QUALIFICATIONS

Education

- Bachelor of Science degree (Chem/Bio) or graduation from an accredited Medical Laboratory Assistant program
- Current registration with the Canadian Society for Medical Laboratory Science (CSMLS) or British Columbia Society of Laboratory Science (BCSLS) - optional

SKILLS AND ABILITIES

- Effective time management and organizational skills
- Effective and professional verbal and written communication skills
- Troubleshooting skills
- Comfortable with technology and laboratory instrumentation

RESPONSIBILITIES

- Follow departmental policies, procedures and safety practices

DUTIES

Specimen Handling:

- Porting of specimens to department
- Sorting and loading of samples for p512 instrumentation
- Distribution of samples
- Specimen discard
- Archiving of specimens
- Slide creation and staining



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- Specimen troubleshooting and laboratory test add-ons

Troubleshooting

- Specimen investigation
- Instrument troubleshooting
- Daily and weekly reconciliation of pending logs
- Duplicate specimens
- Missing information
- Patient recalls

Fridge/Freezer/Water System/Log Tags

- Daily temperature readings
- Daily water purity readings
- Regular download of Log Tag devices
- Routine maintenance/cleaning of water systems

Reagents and Consumables Inventory

- Count and record inventory items
- Receiving and unpacking reagents and consumable items
- Inventory ordering

Miscellaneous

- Routine cleaning of laboratory equipment
- Assistance with MLA Student Training Program

This position will be best suited to someone who likes to be challenged and wants to expand their knowledge. The successful candidate will work well on a team but also thrive on their own. The position requires a self-motivator who can retain information and is ready to learn. This job includes physical demand of multiple trips up and down the stairs along with some heavy lifting.