



**POSITION: Medical Laboratory Assistant Clinical Trials Study Bench Coordinator – Central Processing Department**

**Location: Kelowna Main Lab**

**Type: Permanent Full-Time 37.5 Hours Per Week**

*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.*

A Permanent Full Time (37.5 hour) Medical Lab Assistant position is available in the Kelowna Main Lab. This is a day shift position working in the Central Processing department.

Current shift is scheduled between the hours of 7:30am and 5:00pm, Monday to Friday – flexibility to complete “off hours” patient collections as required. This position may include an occasional rotation through some of our Central Okanagan Patient Service Centers.

This position is benefitted after 3 months of employment. Benefits include:

- Extended health coverage
- Dental
- Long term disability
- Accidental death & dismemberment
- Life insurance
- Group pension
- Parking reimbursement / Green initiative credit

**Job Responsibilities:**

**General MLA Duties:**

- Correct patient identification
- Specimen collection and processing
- Phlebotomy collections via venipuncture and micro collection techniques
- Provide specimen collection instructions
- Use, maintenance and troubleshooting of laboratory equipment
- Maintenance, cleaning, and stocking of laboratory supplies
- Use of Laboratory Information System and other laboratory software programs

**Study Coordinator Duties:**

- Packaging specimens in accordance with Transportation of Dangerous Goods regulations – ground and air – including the handling of dry ice
- Liaison between Valley Medical Laboratories and the BC Cancer Agency Centre for the Southern Interior
- Follow established study bench procedures including scheduling, collection, documentation, and shipping
- Update and manage document control for each study
- Set up new studies as required
- Travel to and from the BC Cancer Agency Centre for the Southern Interior
- Provide Medical Laboratory Assistant coverage in the Central Processing department as required

**Qualifications:**

- Successful completion of a recognized Medical Laboratory Assistant training program
- Minimum 3 years experience working as a Medical Laboratory Assistant
- Satisfactory Criminal Record Check, required
- Valid BC Driver's License, required
- Registration with BCSLS or CSMLS, preferred
- Previous specimen referral experience, preferred
- Reliable vehicle, required

**Required skills:**

- Computer literacy with a solid knowledge of Excel, MS Word and Outlook
- Minimum typing speed of 40 WPM
- Excellent communication and organizational skills (both written and oral)
- Effective time management skills
- Effective problem-solving skills
- Ability to work as part of a team and/or independently