



**POSITION: Medical Laboratory Assistant – Microbiology Department**

**Location: Kelowna**

**Type: Casual/Part 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.*

**Reports to** Microbiology Department Team Lead

**Hours of Work** Current departmental hours of coverage 8am to 6:30pm Monday through Friday

## **QUALIFICATIONS**

### **Education**

- Bachelor of Science degree in a related field of study 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**

### *Administrative - Data Entry*

- Sort and process patient specimens received from doctor's offices, specialists, and walk-in clinics etc.
- Enter new orders for microbiology patient specimens, edit, delete, and cancel existing orders that have not been resulted.
- Communicate with co-workers and other departments, clinics and physicians when troubleshooting problem samples



### *Bench Duties*

#### Bacteriology

- Correctly use and clean biological safety cabinets. Record airflow readings.
- Select proper media for various sample types and use proper technique for streaking plates to set up: respiratory, wound, and genital swabs, sputum, urine, and stool specimens for bacterial culture
- Prepare and stain slides for microscopic examination. Perform Gram stain procedure and run controls
- Incubate cultures as required
- Parasitology
- Set up and process stool specimens for microscopic examination for intestinal ova and parasites
- Prepare concentrates.
- Correctly use and clean centrifuges
- Stain and mount permanent slides. Perform Trichrome stain procedure.
- Prepare pinworm swabs for microscopic examination.
- Prepare and stain slides for Cryptosporidium/Cyclospora. Perform Auramine-O stain procedure.

#### Miscellaneous Duties

- Correctly use, clean, and maintain automated Gram stain analyzer
- Clean water carboy
- Dispose of biohazard material
- Prepare solutions/reagents and collection kits as required
- Maintain eye wash station
- Surface disinfection

#### Weekly Media Order

- Take stock (media)
- Complete order forms, fax and/or phone orders
- Put media orders away