



POSITION: Medical Laboratory Assistant Trainer – 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 Trainer (MLA) position is available in the Kelowna Main Lab. This is a day shift position working in the Central Processing department. The Medical Laboratory Assistant Trainer is responsible for training of new Medical Laboratory Assistants and conducting practicum evaluations on MLA students. Utilizing the department training program, MLA trainers follow a set curriculum in delivering training material while maintaining established safety practices. Trainers are responsible for checking trainee comprehension, providing feedback, and mentoring throughout the training period.

Current shift is scheduled between the hours of 7:30am and 5:00pm, Monday to Friday – This position may include an occasional rotation through some of our Central Okanagan Patient Service Centers (PSC).

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:

Medical Laboratory Assistant Trainer Duties:

- Train new hires in accordance with the department training program, in compliance with DAP and Valley Medical Laboratory (VML) policies
- Departmental orientation of trainees
- Organize training schedule with department leadership team
- Trainee assessment
- Completion of training checklists
- Participate in training program development and updates
- Participation in professional growth and continuing education
- Work in partnership with other VML trainers, Student Coordinator and Human Resources

- Liaison between trainees and Central Processing Team Leads

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

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
- Registration with BCSLS or CSMLS

Required skills:

- Computer literacy with a solid knowledge of Excel, MS Word and Outlook
- Minimum typing speed of 40 WPM
- Excellent communication skills (both written and oral)
- Effective time management skills
- Proven previous training experience, preferred
- Ability to maintain and form good relations while representing the lab in a professional manner
- Multitasking abilities
- Ability to assess a trainee and provide ongoing direction and support
- Flexible in work environment
 - Alternate patient service center coverage and training may be required
 - Training multiple individuals at one time may be required
- Ability to adapt training to multiple learning styles
- Ability to stay current with laboratory policies and procedures