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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**Job Family:** Patient Care Technical

**Class Series:** Lab Assistants

**Grid:** SD18

**Class Title:** Lab Assistant II (A)

### **I. Level Definition**

Positions at this level take blood from patients, collect and prepare blood and other specimens for analysis; perform tests such as urine analysis and glucose monitoring and operate related equipment.

### **II. Typical Duties**

- (1) Takes blood samples from patients and labels relevant information.
- (2) Prepares specimens such as blood and urine for analysis by checking specimen identification with requisition and performing duties such as separating serum/ plasma from cells by centrifugation.
- (3) Batches specimens in order of established priorities for distribution to various areas or laboratories for testing.
- (4) Prepares staining solutions; stains, mounts and labels slides. Prepares media and performs specimen plating.
- (5) Performs routine lab tests such as urine tests for protein and/ or glucose by procedures such as using colour coded dip sticks, urine analysis machine and glucometer.
- (6) Stores specimens for which analysis has been completed and discards outdated specimens as directed.
- (7) Receives patients, obtains information required from patients such as demographics.
- (8) Performs clerical functions such as recording unit values of test results by entering information from requisitions, telephoning test results as required, making appointments, typing and filing.
- (9) Performs other related duties as assigned.

### **III. Qualifications**

#### **(1) Education, Training and Experience**

Grade 12, successful completion of a recognized Lab Assistant training program plus one year's recent, related experience or an equivalent combination of education, training and experience.

#### **(2) Skills and Abilities**

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.
- (vi) Ability to type at 25 w. p. m.