Job Class Profile: Veterinary Laboratory Technologist

Pay Level: LX-33 Point Band: 892-926

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	6	5	3	5	5	5	5	4	5	
Points	280	83	19	24	150	108	103	86	54	907

JOB SUMMARY

The Veterinary Laboratory Technologist is responsible for ensuring the laboratory is operating in compliance with established policies and procedures. Maintains and reviews records and procedures within the requirements of accreditation standards. Performs advanced testing procedures; investigates and evaluates new procedures and solves problems and complaints; provides technical advice to staff in satellite laboratories; and acts as a liaison with outside government departments and agencies.

Key and Periodic Activities:

- Reviews and evaluates laboratory reports to ensure accuracy. Determines if re-testing or further tests are required before final report is issued.
- Enters laboratory testing results into spreadsheets.
- Provides technical advice and direction to staff regarding test interpretation.
- Responds to enquiries from outside clinics and Veterinarians regarding availability of tests, results, interpretation of reports and pricing of samples sent to other laboratories.
- Calibrates and/or fixes machinery when necessary.
- Evaluates staff to ensure certification or re-certification of skills and qualifications.
- Assists with routine testing.
- Performs special procedures such as microscopic examination.
- Performs inventory control of supplies and maintains records on ordering, receiving and pricing.
- Authorizes records resulting from review of information.
- Investigates and reviews new procedures.
- Attends various meetings with management and staff to review standards.
- Conducts annual review of all procedures and records.
- Compiles annual year-end report outlining total number and categories of tests conducted.

SKILL

Knowledge

General and Specific Knowledge:

- ISO 17025 Standards
- Various software applications

— Assessment techniques

Formal Education and/or Certification(s):

Minimum: 3 year Diploma in Medical Laboratory Technology; Registration as a General Registered Technologist (R.T.) with the Canadian Society of Medical Laboratory Sciences (CSMLS)

Years of Experience:

— Minimum: 6 - 7 years

Competencies:

Written communication skills

Analysis and assessment skills

Operation, repair or calibration of laboratory machinery

Ability to coordinate work of staff

Ability to design/develop new procedures

Interpersonal Skills

— A range of interpersonal skills such as listening, asking questions, providing routine and complex information and providing expert advice is required when providing input into the design and development of new procedures and advising others of suitability of testing.

— Occasionally there is a requirement to provide instruction or training to staff, coach or mentor, facilitate meetings/make formal presentations, gain the cooperation of others and deal with upset or angry people.

— Most significant contacts are: Laboratory Staff Technologists (for updates and problem solving); Laboratory Manager (to review reports or problem solve); Suppliers and Sales Representatives (for inventory control).

EFFORT

Physical Effort

— The demands of the job do not result in considerable fatigue.

— The majority of activities are conducted within an office environment using a computer, which requires the use of fine finger/precision work; however, walking around the laboratory interacting with the technologists and assisting with some testing is a regular occurrence.

— Machinery used in the laboratory is small and requires a degree of manual dexterity.

Concentration

— **Visual** concentration is required when performing work on a computer and performing microbiology work which involves using a microscope.

— **Other sensory demands** as microbiology requires identification of odours associated with bacteria as a means to help in the identification. In a laboratory setting everyone must be aware of odours as a means of detecting leaks or chemical spills.

— Activities which can be **repetitious** and require alertness occurs when specific testing is conducted using exact procedures which must be followed to ensure conformity and exact results.

— Laboratory results in a diagnostic laboratory must be released as soon as possible and are,

therefore, subject to certain **time pressures and deadlines**. — **Higher than normal levels of attentiveness/alertness** is required when ensuring the health and safety of laboratory technologists, students and others who may frequent the laboratory. — Manipulation of a microscope when reading slides and performing tests requires **eye/hand coordination.**
Complexity
— Tasks are typically repetitive/well defined requiring the use of similar skills and knowledge, but occasionally include some different and unrelated activities. These activities range from responsibility for ensuring the laboratory is operating in compliance with established policies and procedures to performing advanced testing procedures (veterinary diagnostic or food quality analysis). — Work usually involves defined and standard work processes, however, occasionally problem definition, analysis and solution is required depending on the type of testing performed. — A typical challenge is providing technical advice and direction to technologists who may not know how to proceed when they encounter new cultures/specimens. — Challenges/problems/issues can be addressed by reviewing manuals, guidelines, policies and procedures.

RESPONSIBILITY

Accountability and Decision-Making
— Works tasks and activities are somewhat prescribed or controlled. — Makes some purchasing decisions and perform staff assignments. Control is exercised over the daily operations of the laboratory within specified guidelines and ISO 17025 Standards. — Changes to laboratory fees, testing protocols, permanent staff reassignments and hiring of new employees require supervisory approval. — Exercises a high degree of discretion and judgement when providing advice and assistance to technologists with difficult cases or unusual results.
Impact
— Impacts are felt internally within the immediate work area and department as well as externally with customers, clients and general public. Resources impacted include equipment, information, material resources, finances, health and safety and corporate image. — In the event of a mistake or error there could be significant impact on the above-mentioned individuals and resources. In particular, health and safety of laboratory staff should protocols not be followed and an adverse effect on the treatment and health of animals should mistakes occur.
Development and Leadership of Others
— Typically responsible for supervision of a small size work group of employees (1 to 4). — Provides on-the-job advice/guidance, orientation to new employees, acting as a technical mentor, building morale and employee relations, delegating tasks and providing input into staffing and recruitment.

WORKING CONDITIONS

Environmental Working Conditions
— Safety equipment such as lab coats, proper footwear, latex gloves, Biocontainment/Fume hoods, safety glasses and face shield is required. — There is limited likelihood for injuries, illnesses or infection resulting from hazards if all health and safety regulations are followed. — There is exposure to unusual/distracting noise, fumes, hazardous chemicals, toxic or poisonous substances, bodily fluids and waste, infectious diseases, odours and sharp objects as office is located within the lab.