



Medical Laboratory Assistant/ Technician – Permanent Full-Time

Primary Duties

- Follows Standards of Practice for MLA/T (Medical Laboratory Assistant/Technician) per Medical Laboratory Professionals in Ontario (MLPAO)
- Follows hospital policies
- Follows written procedures in collection and receiving of specimens, including specimen rejection and relative documentation
- Completes ECG (Electrocardiogram) and Holter monitor testing including documentation
- Completes record keeping duties – Files, mail, email, fax, etc.
- Receives and processes appointment requests
- Aids with clerical duties for diagnostic imaging department
- Assists with student training
- Informs clients of test preparation
- Requests necessary supplies as needed
- Maintains confidentiality of records and information
- Is knowledgeable of the quality management system

Education & Experience

- New grads welcome
- Medical Laboratory Assistant/ Technician Certification from Ontario Society of Medical Technologists
- Medical Laboratory Professionals Association of Ontario
- Canadian Society for Medical Laboratory Sciences
- Current experience in a hospital setting
- Secondary school diploma

Skills & Abilities

- Able to demonstrate competencies as outlined by the OSMT for MLA/T
- Specimen Procurement and Handling, Processing and Data Collection
- Excellent verbal and written communication skills
- Computer skills, Epic and Microsoft office an asset
- Ability to work accurately and efficiently in a fast paced environment.
- Excellent organizational and time management skills to prioritize duties
- Excellent interpersonal skills and ability to work well with patients, staff and physicians

Applications, **quoting competition number N24-28** will be accepted **via email** until **1600 hours on December 17th, 2024**, Email your resume and cover letter to careers@cmh.ca
