

Position Number: **Reference Job #158**

Ministry: Health

Branch: BC Centre for Disease Control

Location: Vancouver

Working Title: **Laboratory Worker**

Level: Range 9

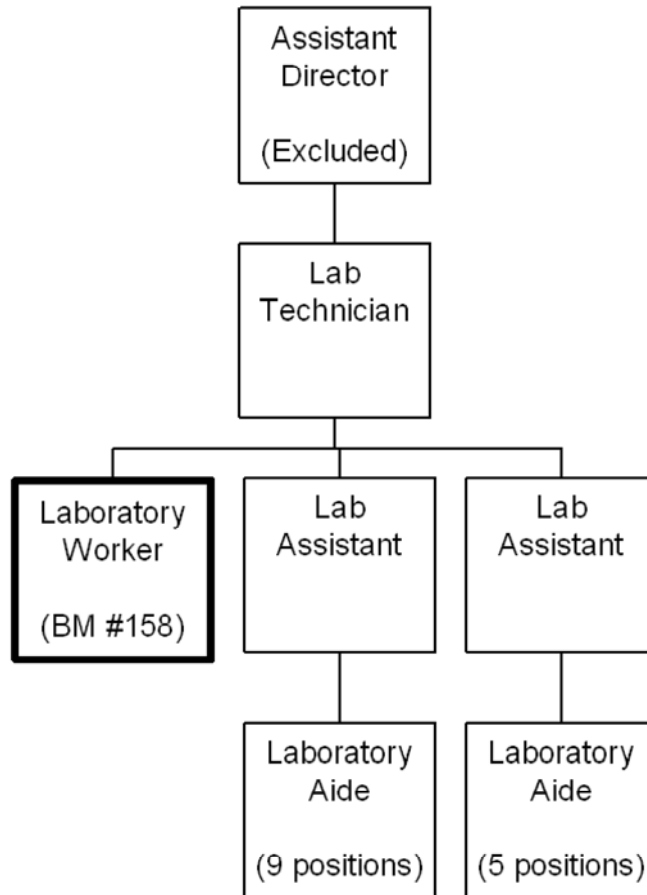
NOC Code: 3212

PRIMARY FUNCTION

To provide support services to laboratory staff, such as preparation of culture media and removal of laboratory waste.

JOB DUTIES AND TASKS

1. Prepares sterile culture media and stock solutions
 - a. prepares and dispenses media products using pipettes, syringes, volumetric flasks, cylinders, electronic balances, pH meter, dispensing pump, plate dispenser, automatic media preparators and Laminar Flow Cabinet hood
 - b. performs quality control on prepared batches of media
 - c. calculates and measures volume of liquid to be used, sterilizes media and supplements and inoculates sterile supplements into media; adjusts recipes to meet volume demand
 - d. records data and maintains operational logs
2. Receives and distributes laboratory specimens
 - a. receives and sorts specimens from outside sources such as hospitals, clinics and doctors
 - b. distributes specimens to appropriate areas
 - c. prepares courier way-bills for shipment of packages and coolers
3. Removes laboratory waste and cleans glassware and equipment
 - a. decontaminates laboratory wastes by loading and operating autoclaves
 - b. packs and disposes of laboratory waste according to procedure
 - c. cleans and sterilizes laboratory glassware and equipment manually or by using automated glassware washer autoclave
4. Performs other related duties
 - a. receives and prepares external orders for specimen collection kits
 - b. prepares and assembles specimen collection kits
 - c. orders, signs for, processes paperwork and maintains stock of media, supplies, laundry, glassware and other disposables
 - d. checks and records temperatures on water baths, autoclaves, refrigerators and freezers
 - e. cleans and disinfects work areas
 - f. refers calls to appropriate lab section
 - g. replaces expendable parts in lab equipment



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p>JOB KNOWLEDGE</p> <p>Know a variety of job functions and how they relate to the laboratory requirements to prepare and control the quality of sterile media.</p>	C	60
2	<p>MENTAL DEMANDS</p> <p>Judgement to recognize known differences and determine the priority of tasks in the preparation and quality control of sterile media products.</p>	C	60
3	<p>INTERPERSONAL COMMUNICATION SKILLS</p> <p>Tact required to obtain and verify information in order to refer calls to the appropriate lab section.</p>	B	20
4	<p>PHYSICAL COORDINATION AND DEXTERITY</p> <p>Significant coordination and dexterity required to precisely measure liquid using pipettes, syringes, volumetric flasks and cylinders and to accurately weigh items using electronic balance.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS</p> <p>Guided by specific procedures, change the order of completion to meet requests of deadlines in performing several functions to prepare sterile culture media to meet internal quality control standards.</p>	B	30
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES</p> <p>Limited financial responsibility to sign for receipt of specimen coolers and laundry, and process related paperwork.</p>	B	10

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to operate sensitive lab equipment, and perform light repairs to replace expendable parts.	C	15
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to provide informal orientation to new employees.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to ensure sterile preparation of culture media for specimen diagnosis, decontaminate and remove lab waste; and sterilize lab glassware.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently focus visual attention to read recipes, to accurately measure solutions, and perform visual quality control.	C	12
11	PHYSICAL EFFORT Heavy physical effort to frequently lift and carry moderate weight coolers, and specimen buckets.	E	24
12	SURROUNDINGS Exposure to body fluids frequently when receiving biological specimens.	C	6
13	HAZARDS Significant exposure to hazards from frequent working with or near toxic chemicals and biological specimens.	D	9

Total Points: 288.5

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