



### Summary

Responsible for accurate collection and processing of laboratory samples. This position involves performing phlebotomy and specimen collection in an outpatient setting, ensuring patient safety and accurate processing.

### Responsibilities

- Perform phlebotomy in outpatient setting.
- Greet and request required information from clients, explain the sample collection process, and ensure clients have followed necessary test protocol prior to sample collection.
- Validate relevant data and ensure that appropriate specimens are procured, troubleshoot as needed.
- Procure and label specimens adhering to legal and laboratory procedural requirements.
- Assess specimen suitability and integrity and process accordingly.
- Prepare and package specimens for transportation.
- Monitor patients for adverse reactions during or after procedures and provide immediate assistance if necessary.
- Working effectively as part of a health care team and assisting with other lab or clinical tasks as needed.
- Maintaining a system for detecting, documenting, and reporting discrepancies/ errors and taking appropriate action(s) as required.
- Set up, clean, and maintain phlebotomy equipment and work areas to prevent cross-contamination and ensure a safe environment, and reprocessing of medical equipment and devices.
- Manage laboratory inventory and supplies, including receiving, inspecting, counting inventory and supplies to maintain optimal levels and prevent shortages.
- Assist in the onboarding and training of new medical laboratory assistants/technicians and phlebotomists.
- Collect and storage of sharps in preparation for shipment.

### Qualifications

- Graduate of certified Medical Laboratory Assistant/Technician
- OSMT (Ontario Society of Medical Technology) or CSMLS (Canadian Society of Medical Laboratory Science) certification preferred.
- \*Certification or degree required: MLT or Phlebotomy RPN-RN\* from a recognized Canadian institution
- Transportation of Dangerous Goods (TDG) certified or willing to obtain

**Salary: \$77,000.00.** Interested applicants **MUST** submit: 1) A cover letter; 2) Updated resume; 3) Photocopy of certificates/diploma/degree from a post-secondary institution, and 4) Contact information (email, phone number) of 2 work related references.

Attention: Melissa Roy  
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**Deadline: Until Position is Filled**