St. Lawrence College
Position Description Form (PDF)

Revised Date: November 28, 2023

Effective Date: Aug 5, 2020

Campus:	**Cornwall**
Incumbent's Name:	**Vacant**
Position Title:	**Laboratory Technologist**
Payband:	**J**
Position Number:	**00000701**
NOC Code:	
Hours per Week:	**24**
Supervisor's Name and Title:	**Associate Dean, Professional Services and Innovation**
Completed by:	**Dean, Professional Services and Innovation**

Signatures:

Incumbent: _____ Date: _____
(Indicates the incumbent has read and understood the PDF)

Supervisor: _____ Date: _____

One-over-One: _____ Date: _____

Instructions for Completing the PDF

1. Read the form carefully before completing any of the sections.

2. Answer each section as completely as you can based on the typical activities or requirements of the position and not on exceptional or rare requirements.

3. If you have any questions, refer to the document entitled "A Guide on How to Write Support Staff Position Description Forms" or contact your Human Resources representative for clarification.

4. Ensure the PDF is legible.

5. Responses should be **straightforward and concise using simple factual statements.**

Position Summary

Provide a concise description of the overall purpose of the position.

The Lab Technologist supports the delivery of practice laboratory sessions for the Primary Care Paramedic and Science programs on the Cornwall Campus by ensuring that the labs are prepared in accordance with teaching requirements provided by faculty members for each one of the programs. The Lab technologist will be responsible for maintaining a clean, orderly and safe environment and help the faculty to monitor students making sure laboratory safety rules are followed. Expected duties also include, participate in the laboratory safety programs, preparation of safe work procedures, ordering of supplies and inventory management, instrument control and maintenance, management of chemicals, laboratory housekeeping, record keeping and control and maintenance of the laboratory documentation.

Duties and Responsibilities

Indicate as clearly as possible the significant duties and responsibilities associated with the position. Indicate the approximate percentage of time for each duty. Describe duties rather then detailed work routines.

	Approximate % of the Time Annually*
1. Lab Safety and Operations: Work with the Manager, Academic Labs and faculty members to ensure that a safe working environment always exists through the continuous recognition and assessment of the actual or potential laboratory hazards.	**15%**
Collaborates with program coordinators and faculty members in the planning of optimum labs set up for the student group(s) concerned and meets regularly over the course of a semester with lab faculty members from the Paramedics and Science programs. Participates in School and College planning activities, as requested.	**25%**
2. Modify and test methodology for both the manual and instrumental lab procedures as required. Modify the quality control standards on an ongoing basis to ensure the accuracy and reproducibility of test performed.	**10%**
3. Responsible for maintaining good laboratory housekeeping standard according to college procedures. Ensure that tools, supplies, chemicals substances, and equipment, are stored properly, and the lab space is free of obstacles and organized.	**14%**
4. Assist with the preparation of reagents, solutions and mixes according to established College Safe Work Procedures.	**14%**
5. Operates laboratory instruments following Safe Work Procedure, and conducts instrument inventory, pre- inspection, troubleshooting, minor repairs, and preventative maintenance where possible/feasible.	**10%**
6. Prepares and maintain laboratory documentation including Safe Work Procedure for the safe and effective operation of equipment. Verify that laboratory records are kept up to date, and reports, using the Incident report management tool, if they are missing or incomplete. Maintain laboratory logbooks and any other documentation required by the management system.	**4%**
7. Ensure that laboratory supplies are available when and where they are needed. Responsible for the purchase, storage, handling, movement and disposal of supplies according to their classification and following manufacturer instructions and college policy and procedures.	**4%**
8. Is responsible for the management of hazardous products including the purchase, storage, use, movement, transportation and disposal, in order to maintain an updated reliable and accurate inventory. Manage the laboratory chemical inventory using MSDS online system	**4%**
	100%

* To help you estimate approximate percentages:

½ hour a day is 7%	1 hour a day is 14%	1 hour a week is 3%
½ day a week is 10	½ day a month is 2%	1 day a month is 4%
1 week a year is 2%		

1. Education

A. Check the box that best describes the **minimum** level of **formal** education that is required for the position and specify the field(s) of study. Do not include on-the job training in this information.

- ☐ Up to High School or equivalent
- ☐ 1 year certificate or equivalent
- ☐ 2 year diploma or equivalent
- ☐ Trade certification or equivalent
- ☒ 3 year diploma/degree or equivalent
- ☐ 3 year diploma / degree plus professional certification or equivalent
- ☐ 4 year degree or equivalent
- ☐ 4 year degree plus professional certification or equivalent
- ☐ Post graduate degree or (e.g. Masters) or equivalent
- ☐ Doctoral degree or equivalent

Field(s) of Study:

Health Science, Chemistry, Environmental, Science and Arts
A valid G driver's license for Ontario and CVOR certification is required at the point of hire and must be renewed regularly.

B. Check the box that best describes the requirement for the specific course(s), certification, qualification, formal training or accreditation in addition to and not part of the education level noted above and in the space provided specify the additional requirement(s). Include only the requirements that would typically be included in the job posting and would be acquired prior to the commencement of the position. Do not include courses that are needed to maintain a professional designation.

☒ No Additional requirements	
☐ Additional requirements obtained by course(s) of a total of 100 hours or less	
☐ Additional requirement obtained by course(s) of a total between 101 and 520 hours	
☐ Additional courses obtained by course(s) of more than 520 hours	

2. Experience

Experience refers to the minimum time required in prior position(s) to understand how to apply the techniques, methods and practices necessary to perform this job. This experience may be less than experience possessed by the incumbent, as it refers only to the minimum level required on the first day of work.

Check the box that best captures the typical number of years of experience, in addition to the necessary education level required to perform the responsibilities of the position and, in the space provided, describe the type of experience. Include any experience that is part of a certification process, but only if the work experience or the on-the-job training occurs after the conclusion of the educational course or program.

☐ Less than one(1) year	
☐ Minimum of one (1) year	
☐ Minimum of two (2) years	
☒ Minimum of three (3) years	The incumbent's background must include recent experience in the use and operation of laboratory equipment, preparing experiments and reagents, familiar with WHMIS, laboratory organization and safety practices. Working experience with biological hazardous materials will be an asset.
☐ Minimum of five (5) years	
☐ Minimum of eight (8) years	

3. Analysis and Problem Solving

This section relates to the application of analysis and judgment within the scope of the position.

The following charts help to define the level of complexity involved in the analysis or identification of situations, information or problems, the steps taken to develop options, solutions or other actions and the judgment required to do so.

Please provide up to three (3 examples of analysis and problem solving that are regular and recurring and, if present in the position, up to two (2) examples that occur occasionally:

	#1 regular and recurring
Key issue or problem encountered.	Potential laboratory hazards (physical, chemical, environmental, etc)
How is it identified?	Continual assessment of laboratory environment and participating as an observer in laboratory practices of the Paramedics and Science, Environmental programs
Is further investigation required to define the situation and/or problem? If so, describe.	After a potential hazard is identified, the incumbent must be able to communicate to Management describing the situation observed, what behavior trigger the situation, and the possible outcome (SBO)
Explain the analysis used to determine a solution(s) for the situation and/or problem.	Participating and completing laboratory Local risk assessment (LRA) or Hazard Identification and Risk Assessment (HIRA) processes in conjunction with the College Manager, Academic Labs and Health and Safety officer as part of the annual laboratory risk matrix review
What sources are available to assist the incumbent finding solution(s)? (E.g. past practice, established standards or guidelines.)	Laboratory Safety and Operation Manual Laboratory Safety Rules Consulting Health and Safety Officers OSHA regulations for workplaces WHMIS Online bibliography

	#2 regular and recurring
Key issue or problem encountered.	Providing environment and support for students to achieve required learning outcomes.
How is it identified?	Course outlines, lab manuals and dialogue with teachers.
Is further investigation required to define the situation and/or problem? If so, describe.	No.
Explain the analysis used to determine a	Acquire correct information re learning required and

solution(s) for the situation and/or problem.	ensure that the lab environment provides necessary support and resources.
What sources are available to assist the incumbent finding solution(s)? (E.g. past practice, established standards or guidelines.)	Course outlines, lab manuals.

#1 occasional (If none, please strike out this section.)

Key issue or problem encountered.	Equipment malfunction
How is it identified?	Regular monitoring, reports from faculty, students or other support staff
Is further investigation required to define the situation and/or problem? If so, describe.	Troubleshooting, testing of equipment, arranging for assessment and/or repair with internal or external maintenance groups
Explain the analysis used to determine a solution(s) for the situation and/or problem.	Determine if a component is malfunctioning or if the problem is larger and needs to be addressed by technical experts; arrange for repair by ordering parts or placing a service call
What sources are available to assist the incumbent finding solution(s)? (e.g. past practice, established standards or guidelines.)	Equipment manuals; vendors; warranty details if appropriate; online literature; past practice; in-house technical support and/or advice

#2 occasional (If none, please strike out this section.)

Key issue or problem encountered.	Laboratory incident
How is it identified?	A laboratory incident refers to any out of norm situation that can conduct to a potential injury, damage or lost of assets.
Is further investigation required to define the situation and/or problem? If so, describe.	The incumbent must be able to describe the situation and to report using the online sources available in the college intranet website.
Explain the analysis used to determine a solution(s) for the situation and/or problem.	After reporting the incumbent must be called to participate in an investigation process in order to provide details to the incident.
What sources are available to assist the incumbent finding solution(s)? (eg. past practice, established standards or guidelines.)	The technician is encouraged to use stablished safe work procedures or the laboratory safety and operation manual

4. Planning/Coordinating

Planning is a proactive activity as the incumbent must develop in advance a method of acting or proceeding, while coordinating can be more reactive in nature.

In the following charts, provide up to three (3) examples of planning and/or coordinating that are regular and recurring to the position, up to two (2) examples that occur occasionally:

	#1 regular and recurring
List the project and the role of the incumbent in this activity.	Ensure the suitability and availability of materials and equipment to achieve desired learning outcomes
What are the organizational and/or project management skills needed to bring together and integrate this activity?	The incumbent must be completely familiar with the practical skills requirements and lab needs of the related programs. Remain aware of changes, paying attention to details, maintaining an accurate inventory of the materials, supplies and instruments for each lab
List the types of resources required to complete this task, project or activity.	MSDS online inventory Instrument Maintenance Program Instrument daily inspection and safe work procedures
How is/are deadline(s) determined?	Driven by lab schedules and timetabling parameters
Who determines if changes to the project or activity are required? Who determines whether these changes have an impact on others? Please provide concrete examples.	Programs coordinators and faculty are responsible for providing to the incumbent courses outlines and programs requirements.

	#2 regular and recurring
List the project and the role of the incumbent in this activity.	Collaborates with Program Coordinators and faculty members in the planning of optimum labs set up for the student group(s) s from the Paramedics and Science programs.
What are the organizational and/or project management skills needed to bring together and integrate this activity?	The incumbent must demonstrate organizational skills, attention to details and tasks prioritization skills. The incumbent is responsible for meeting with Programs Coordinators and faculty to identify and assist with their needs for the programs.
List the types of resources required to complete this task, project or activity.	Delivery schedules, lab manuals, lab planning sessions with Program Coordinators and faculty members, ongoing dialogue with lab faculty members, sales representatives, catalogues, online resources, colleagues at other campuses
How is/are deadline(s) determined?	Academic year calendar of events Various program-specific due dates and deadlines

	Campus planning function
Who determines if changes to the project or activity are required? Who determines whether these changes have an impact on others? Please provide concrete examples.	Programs Coordinators and faculty are responsible for providing to the incumbent courses outlines and programs requirements.

#1 occasional (If none, please strike out this section.)

List the project and the role of the incumbent in this activity.	Maintain annual valid vehicle certification for operation of the ambulance park (CVOR)
What are the organizational and/or project management skills needed to bring together and integrate this activity?	The laboratory technologist must be able to coordinate with the academic manager, Paramedic Program Coordinator and the Ontario Government offices the time to conduct this certification, meeting all the technical requirements including obtaining the commercial operation driver license.
List the types of resources required to complete this task, project or activity.	Ontario Service Canada CVOR registration requirements.
How is/are deadline(s) determined?	License expiration date
Who determines if changes to the project or activity are required? Who determines whether these changes have an impact on others? Please provide concrete examples.	The Manager, Academic Labs in collaboration with the Paramedic Program Coordinator determine the need and dateline for this task.

5. Guiding/Advising Others

This section describes the **assigned responsibility** of the position to guide or advise others (e.g. other employees, students). Focus the actions taken (rather than the communication skills) that directly assist others in the performance of their work skill development.

Though support staff cannot formally "supervise" others, there may be a requirement to guide others using the incumbent's job expertise. This is beyond being helpful and providing ad hoc advice. It must be an assigned responsibility and must assist or enable others to be able to complete their own tasks. Check the box(es) that best describe the level of responsibility assigned to the position and provide an example(s) to support the selection, including the positions that the incumbent guides or advises.

Regular and Recurring	Occasional	Level	Example
☒	☐	The incumbent may be required to explain procedures to other staff and to students	The incumbent provides instruction to students with respect to lab requirements and safety rules
☒	☐	There is a need for the incumbent to demonstrate correct processes/ procedures to others so that they can complete certain tasks	The incumbent demonstrates the use of new and existing equipment to students, faculty members and to staff and assists with the orientation of new lab professors in terms of protocols and processes.
☒	☐	The incumbent recommends a course of action or makes decisions so that others can perform their day-to-day activities.	The incumbent is responsible (if required) for reinforcing previously-taught concepts and for demonstrating previously-taught skills and, as a result, provides recommendations to students in the practice. The incumbent is responsible for being the tech support in high fidelity labs. The incumbent is also responsible for reinforcing lab safety rules and lab behaviour protocols to students working in the labs.
☐	☒	The incumbent is an active participant and has ongoing involvement in the progress of others with whom he/she has the responsibility to demonstrate correct processes/procedures or provide direction.	The incumbent oversees independent skills practice sessions (open labs) for students and may provide feedback to faculty from these sessions noting any further teaching that is required based on the observations of students' progress.
☐	☐	The incumbent is responsible for	

	allocating tasks to others and recommending a course of action or making necessary decisions to ensure the tasks are completed.	

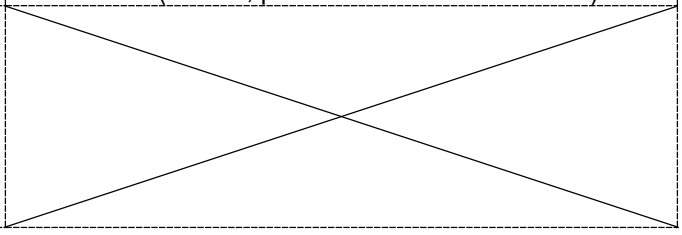
6. Independence of Action

Please illustrate the type of independence or autonomy exercised in this position. Consideration is to be given to the degree of freedom and constraints that define the parameters in which the incumbent works.

What are the instructions that are typically required or provided at the beginning of a work assignment?	
Regular and Recurring	Occasional (If none, please strike out this section)
Job duties are performed in accordance with general instructions and accepted safe work procedures. The incumbent acts independently within these parameters.	With respect to new or special projects, verbal or written instructions from the Associate Dean, Manager, Academic Labs, or Program Coordinator and faculty, are provided along with suggested work methods and timeframes.

What rules, procedures, past practices or guidelines are available to guide the incumbent?	
Regular and Recurring	Occasional (If none, please strike out this section)
Campus/Departmental/Program practices College policies and procedures Laboratory Safety and Operation Manual Laboratory Safe Work procedures Student Code of Conduct	Ministry guidelines

How is work reviewed or verified (e.g. Feedback from others, work processes, supervisor)?	
Regular and Recurring	Occasional (If none, please strike out this section)
Work is discussed while in process as appropriate as the incumbent is required to verify on a daily basis that expected outcomes are being met. Informal feedback is available from faculty members and the incumbent may consult with other support staff. Regular audits will be conducted by the Manager, Academic Labs based on the safety and operation manual.	The incumbent participates in regularly scheduled meetings with Campus Administration and the Health Sciences team to discuss any issues of concern. Also, annual laboratory Inspection from the Health and Safety Committee are used to verified adherence to good laboratory practices.

Describe the type of decisions the incumbent will make in consultation with someone else other than the supervisor.	
Regular and Recurring	Occasional (If none, please strike out this section)
Lab scheduling issues (i.e., equipment utilization concerns) are discussed with program coordinators and faculty members and the incumbent has the latitude to act on this input. Specifications for laboratory kits to be purchased by students are determined further to discussions	

with those faculty members concerned.	

Describe the type of decisions that would be decided in consultation with the supervisor.	
Regular and Recurring	Occasional (If none, please strike out this section)
Acquisition of new equipment; non-routine acquisition of supplies/equipment; interpretation of policy/legislation; student behavioural matters that may impact lab access	

Describe the type of decisions that would be decided by the incumbent.	
Regular and Recurring	Occasional (If none, please strike out this section)
The incumbent has latitude to make decisions regarding lab set-ups and equipment problems in order to ensure labs run on time. It is anticipated that initiative, personal expertise and details provided by way of course outlines, delivery schedules and on-going interaction with faculty teams will inform lab set-up activities in each program area. The daily operation of the labs is left to the discretion of the incumbent who is expected to deal with competing priorities and to manage workload that is extremely heavy at critical points in the academic planning process. The incumbent is also expected to use critical thinking and problem-solving skills to manage conflicting demands.	

7. Service Delivery

This section looks at the service relationship that is an assigned requirement of the position. It considers the required manner in which a position delivers service to customers. It is not intended to examine the incumbent's interpersonal relationship with those customers and the normal anticipation of what customers want and then supplying it efficiently. It considers how the request for service is received and the degree to which the position is required to design and fulfill the service requirement. A "customer" is defined in the broadest sense as a person or groups of people and can be internal or external to the College.

In the table below, list the key service(s) and its associated customers. Describe how the request for service is received by the incumbent, how the service is carried out and the frequency.

Information on the service		Customer	Frequency (D,W,M,I)*
How is it received?	How is it carried out?		
Planned outcome of the Hazard Identification and Risk Assessment process	Develops lab safe work procedures	Management	I
Lab Protocols and Specification (Received electronically or in hard copy)	Acquires and prepare materials for labs, ensures the proper functioning of lab equipment, and determines the appropriate staffing model for the activity in question	Faculty Members	D
In consultation with faculty and other technical support staff in scheduled meetings and in informal discussions	Identifies capital equipment requirements and produces both short term and long-term lists of priorities based on risk assessment	Campus Administration	As req'd
Corrective action plan for internal and or external audit findings	complete the recommendations from the auditor prioritizing those that could become a laboratory non compliance with stablished standard or regulations	Management	I

* D = Daily W = Weekly M = monthly I = Infrequently

8. Communication

In the table below indicate the type of communication skills required to deal effectively with others. Be sure to list both verbal (e.g. exchanging information, formal presentations) and written (e.g. initiate memos, reports, proposals) in the section (s) that best describes the method of communication.

Communication Skill/Method	Example	Audience	Frequency (D,W,M,I)*
Exchanging routine information, extending common courtesy	Responding to requests for assistance. Work orders for lab maintenance	Students, faculty, staff FMS	D M
Explanation and interpretation of information or ideas.	Explanation of routines, protocols, regulations. Sharing of equipment, supplies, protocols, obtaining animals	Students, faculty, staff, partners KHS Staff	D W
Imparting technical information and advice	Use of equipment, routine procedures, recommends capital acquisitions	Students, faculty	D M
Instructing or training	Use of equipment, routine procedures,	Students or part time staff	I
Obtaining cooperation or consent	Communicates concerns with student performance in labs and presents options for ongoing remedial assistance.	Faculty, Campus Administration	I or as req'd
Negotiating			

* D = Daily W = Weekly M = monthly I = Infrequently

9. Physical Effort

In the tables below, describe the type of physical activity that is required on a regular basis. Please indicate the activity as well as the frequency, the average duration of each activity and whether there is the ability to reduce any strain by changing positions or performing another activity. Activities to be considered are sitting, standing, walking, climbing, crouching, and lifting and/or carrying light, medium or heavy objects, pushing, pulling, working in an awkward position or maintaining one position for a long period.

Physical Activity	Frequency (D,W,M,I)*	Duration			Ability to reduce strain		
		< 1 hr at a time	1-2 hrs at a time	> 2 hrs at a time	Yes	No	N/A
Sitting	D	X			X		
Standing	D		X		X		
Walking, bending	D	X			X		
Lifting	D	X			X		
Fine motor coordination, i.e. lab set-ups	D		X		X		

* D = Daily W = Weekly M = monthly I = Infrequently

If lifting is required, please indicate the weights below and provide examples.

☐ Light (up to 5 kg or 11 lbs.)	
☒ Medium (between 5 to 20 kg and 11 to 44 lbs.)	There is often a requirement to move supplies from one area to another and to move lab equipment as necessary on a daily basis throughout the academic year.
☐ Heavy (over 20 kg. or 44 lbs.)	

10. Audio Visual Effort

Describe the degree of attention or focus required to perform tasks taking into consideration:

- the audio/visual effort and the focus or concentration needed to perform the task and the duration of the task, including breaks (e.g. up to two hrs. at one time including scheduled breaks)
- impact on attention or focus due to changes to deadlines or priorities
- the need for the incumbent to switch attention between tasks (e.g. multi-tasking where each task requires focus or concentration)
- whether the level of concentration can be maintained throughout the task or is broken due to the number of disruptions

Provide up to three (3) examples of activities that require a higher than usual need for focus and concentration.

Activity #1	Frequency (D,W,M,I)*	Average Duration		
		Short < 30 min	Long up to 2 hrs.	Extended > 2 hrs
Concentration and attention to detail to set up lab stations	D		X	
Can concentration or focus be maintained throughout the duration of the activity? If not, why? ☒ Usually, however tasks may be interrupted by enquiries from students and faculty members. ☐ No				

Activity #2	Frequency (D,W,M,I)*	Average Duration		
		Short < 30 min	Long up to 2 hrs.	Extended > 2 hrs
Data entry, e-mail composition and follow-up	D	X		
Can concentration or focus be maintained throughout the duration of the activity? If not, why? ☒ Usually ☐ No				

Activity #3	Frequency (D,W,M,I)*	Average Duration		
		Short < 30 min	Long up to 2 hrs.	Extended > 2 hrs
Assessing instrument condition during pre inspections	D	X		
Can concentration or focus be maintained throughout the duration of the activity? If not, why? ☒ Usually . ☐ No				

* D = Daily W = Weekly M = monthly I = Infrequently

11. Working Environment

Please check the appropriate box(es) that best describes the work environment and the corresponding frequency and provide an example of the condition.

Working Conditions	Examples	Frequency (D,W,M,I)*
☒ acceptable working conditions (minimal exposure to the conditions listed below		D
☐ accessing crawl paces/confined spaces		
☐ dealing with abusive people		
☐ dealing with abusive people who pose a threat of physical harm		
☐ difficult weather conditions		
☐ exposure to very high or low temperatures (e.g. freezers)		
☒ handling hazardous substances	Use of cleaning materials, chemicals and disinfectants on a daily basis to clean the labs and associated equipment. Handling of needles/syringes and other sharps for demonstrating of techniques and disposal on a regular, recurring basis, depending on the class schedule.	D
☐ smelly, dirty or noisy environment		
☐ travel		
☐ working in isolated or crowded situations		
☐ other (explain)		

* D = Daily W = Weekly M = monthly I = Infrequently