**IH STANDARD JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Technical Specialist – Anatomic Pathology</th>
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<tr>
<td>Facility:</td>
<td>Kelowna General Hospital, Royal Inland Hospital</td>
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<td>Department:</td>
<td>Laboratory Services</td>
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<td>Reports to:</td>
<td>Manager</td>
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<td>Bargaining Unit:</td>
<td>HSA</td>
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<tr>
<td>Classification:</td>
<td>To be determined</td>
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<td>Date:</td>
<td>Developed: January 2012, Revised:</td>
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**JOB SUMMARY:**
In accordance with established vision and values of the organization the Technical Specialist works in a team based environment and is accountable for the development, implementation and maintenance of practice standards for a designated discipline. Acts as a Clinical Resource to laboratory staff and provides leadership, direction and guidance on practice activities and advancing practice, research and education. Duties include reviewing and implementing consistent practice standards, goals and objectives in conjunction with designated management and leading the development and standardization of discipline specific policies and procedures, continuing education and training programs. Monitors existing procedures and equipment and develops new methods as appropriate ensuring best practice standards are implemented and communicated throughout the IH laboratories. Supports departmental and regional initiatives through collaboration with local and regional laboratory leaders and managers, pathologists and physicians to achieve overall goals and objectives.

**TYPICAL DUTIES AND RESPONSIBILITIES:**
1. Leads the development of a practice environment for a designated discipline within Laboratory Services in consultation with the laboratory management and pathologists, by establishing effective working relationships with laboratory staff, management, pathologists and physicians as well as other professionals.
2. Develops, implements and evaluates discipline specific practice standards, guidelines, protocols, policies and procedures. Ensures the implementation of new/revised policies and procedures by collaborating with supervisory staff. Provides technical guidance/advice and facilitates solutions for the designated discipline to ensure consistency with the standards of professional practice. Champions improvement measures, communicates and demonstrates best practices to ensure that accreditation, quality control and safety standards are maintained.
3. Maintains discipline specific policy, procedure and equipment manuals.
4. Ensures all laboratory sites are provided with training and competency tools in the designated discipline.
5. Participates in the establishment of priorities and goals for the designated discipline in collaboration with management team and supervisory staff.
6. Ensures method evaluations and validations of new procedures and protocols are completed according to standard procedures; documents processes and outcomes according to established policies and procedures.

7. Reviews and analyzes quality control data provided by the quality management team and recommends corrective action as required.

8. Participates in development of employee and student orientation and training packages related to the designated discipline.

9. Maintains awareness of recent advances and changes in current trends regarding instrumentation, methodologies and technical knowledge and expertise in the designated discipline.

10. Communicates with internal and external stakeholders regarding all matters concerning the designated discipline, including current available testing, quality of testing and emerging technologies. Ensures laboratory adherence to established standards of practice in collaboration with laboratory supervisors.

11. Advises on capital proposals including identifying, documenting and making recommendations to the management team on issues such as program expansion, expenditures, products and equipment planning. Liaises with laboratory staff and pathologists as well as other professionals; provides and receives input related to the designated discipline, evaluates effect of changes in practice and recommends alternative approaches.

12. Participates in safety programs by following safety procedures and promoting safe work practices, reporting unsafe work practices and using safety equipment according to established policy and procedures.

13. Performs medical laboratory technologist duties as required to maintain competency in the designated discipline.

14. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training and Experience:

- Graduation from an accredited Medical Laboratory Science training program with current certification with the Canadian Society for Medical Laboratory Science (CSMLS) and eligible for membership with the BC Society of Laboratory Sciences (BCSLS) and/or CSMLS.
- Completion of recognized advanced specialty program/training in the designated discipline.
- Five (5) years’ recent related experience, including (3) years leadership experience or an equivalent combination of education, training and experience.
- Valid BC Drivers license required.

Skills and Abilities:

Knowledge Integration: Integrates best practice and current research evidence to support professional practice decisions and actions.

Communication: Demonstrated ability to communicate effectively with colleagues, medical staff and members of the interdisciplinary team using verbal, written, computer communication means. Ability to effectively apply conflict resolution skills.

Critical Thinking: Demonstrated ability to integrate and evaluate pertinent data (from multiple sources) to problem-solve and make decisions effectively. Applies the problem solving process demonstrating critical thinking and decision making skills using a systems approach.

Management: Demonstrated ability to organize work, set objectives and establish priorities. Manages time and resources, implements activities to promote cooperation among the interdisciplinary team and collaborates across disciplines.
**Leadership:** Promotes staff morale, engagement and empowerment. Demonstrates creative planning for change and innovation, implementation of IH policies or other protocols, and ongoing professional development of self and others.

**Teaching:** Ability to develop educational programs and deliver them effectively to other both verbally and in writing.

**Teamwork:** Ability to share due credit with colleagues; displays enthusiasm and promotes a friendly working environment; works closely with other departments as necessary; supports group decisions and solicit opinions from coworkers; displays team spirit.

**Continuous Learning:** Able to stay informed of current industry trends; learns and apply new concepts and demonstrate career self reliance; identify own areas of opportunity and set and monitor self development goals.

**Equipment:** Demonstrated computer skills including the use of Meditech and Windows based programs. Demonstrated data analysis skills including appropriate data analysis and reporting tools. Demonstrated ability in the use of e-mail and word processing. Ability to operate other equipment as required in the specific practice area.

Physical ability to perform duties of the position.