

New Brunswick Society of Medical Laboratory Technologists
L'Association des Technologistes de Laboratoire Médical du Nouveau-Brunswick
P.O./C.P. 1812 Moncton NB E1C 9X6

Competency Profile of Certified Medical Laboratory Assistant

The competency profile is used to define the learning outcomes a certified medical laboratory assistant (MLA) will require to perform pre-analytical tasks in their role in the laboratories in New Brunswick. The learning outcomes will be deemed to have been attained by certification through the CSMLS. These outcomes include the attitude, knowledge, skills and judgement which are required to perform their jobs successfully.

The certified Medical Laboratory Assistant will be an integral part of the laboratory and as such will be required to maintain standards of safety, knowledge, and confidentiality. The MLA will often be the first and often the only direct contact the patient will have with laboratory. The MLA must conduct themselves professionally with the utmost regard for patient safety and confidentiality. The MLA must take responsibility for his/her professional actions and recognize when a situation exceeds his/her level of competence and seek appropriate guidance. The MLA must be aware of and adhere to the policies regarding informed consent. The MLA must recognize the need for continuing education and training and keep abreast of current technologies and how they affect his/her role in the practice of medical laboratory science. The MLA will be required to participate in continuing education activities as set out by the employer.

The core competencies required will include:

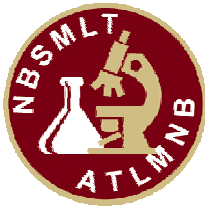
- Basic Core skills required to function effectively in a laboratory environment.
- Communication skills which enable the MLA to interact with co-workers and the public effectively.
- Safety – all aspects of safety with regard to procurement and transport of specimens and work areas will be maintained according to current standards and legislation.
- Data Entry – all specimen information will be verified as accurate and appropriate prior to processing.
- Confidentiality – all patient/client information will be treated with confidentiality as required by current standards and legislation.
- Pre-analytical procedures will be performed on a variety of specimens according to established protocols.
- Reagent or media preparation will be carried out according to established methods and procedures.
- All quality assurance procedures, policies and protocols will be followed.

Basic Core Skills which include the:

Ability to use language and numbers effectively to perform the daily routine tasks required in the job.

Ability to correctly identify a patient using appropriate documentation.

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Ability to use basic computer skills as required for data entry.

Ability to communicate effectively.

Ability to apply fundamentals of safety to the performance of routine tasks.

Physical ability to perform the activities of routine duties such as bending, stretching, lifting and walking.

Safe work practice: the MLA conducts professional practice according to established protocols, safety guidelines, and existing legislation.

Includes knowledge and proper use of personal and laboratory safety equipment, including personal protection devices and fume hoods etc.

Knowledge and practice of proper disinfection and sterilization protocols and proper disposal of sharps.

Knowledge and use of current Workplace Hazardous Materials Information System (WHMIS) guidelines as appropriate.

Knowledge and use of current Transport of Dangerous Goods (TDG) guidelines as appropriate.

Proper response to hazardous incidents; including response to injuries and exposure to chemicals or infectious substances.

Data Entry: the MLA verifies relevant data and ensures that appropriate specimens are procured according to established protocols.

Communicates effectively with the patient to provide necessary information for specimen collection.

Registers patient information into the laboratory information system, manual or electronic.

Procures appropriate specimens for analysis as defined by established protocols.

Performs phlebotomy according to established protocols with minimum of discomfort to the patient

Instructs patient in proper collection of specimens such as 24 hour urine, stool samples for analysis

Ensures specimens are appropriately labelled for testing and seeks guidance if there is a deviation from established procedures to begin corrective action

Prepares specimens for referral according to established protocol including documentation, labelling, and proper shipping containers and conditions according to current legislation

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Confidentiality:

All patient information is treated as confidential according to legislation and policies established.

Patients will be treated with dignity and respect for their cultural diversity.

Confidentiality will be maintained in all aspects in performance of the job to exemplify professional conduct.

Pre-analytical procedures will be performed on specimens from a variety of sources according to established protocols.

Prepares slides for staining as directed by laboratory policy.

Performs routine staining of slides as outlined in laboratory policy.

Plants/plates microbiology specimens as directed by laboratory policy under supervision of an MLT.

Prepares gynaecological and non-gynaecological specimens for cytology, mounts and stains specimens as directed by laboratory policy under supervision of an MLT.

Reagent Preparation: preparation will be carried out according to established methods and procedures.

Media, stains, stock and working solutions will be prepared according to established protocols.

Reconstitution of reagents will be carried out following manufacturer's instructions.

Simple calculations for reagent preparation will be performed and the reagents prepared. Cleaning and sterilization of glassware will be performed.

Preparation and sterilization of media according to established protocols.

Knowledge and use of reagent preparation equipment such as pH meter, balance, autoclave etc. according to established protocol.

Quality assurance (QA) procedures, policies and protocols will be followed and the MLA will participate in QA projects.

Maintains laboratory equipment and documentation as required.

Understands the principles of quality assurance and applies these as directed by established laboratory protocol.

Monitors supplies and re-orders as proscribed by established protocols.

Ensures stock rotation to minimize wastage of reagents and supplies as determined by established protocol.

Participates in QA projects to identify problems and help to provide solutions to improve performance and processes within the laboratory.