

North Bay Nurse Practitioner- Led Clinic

Part Time Laboratory Technician/Clinical Assistant

**Position:
Laboratory Technician/Clinical
Assistant**

**Reporting Relationship:
Reports to Clinic Director**

\$23.13 per hour

Position Overview

The North Bay Nurse Practitioner-Led Clinic (NBNPLC) provides primary health care, including chronic disease management, health promotion and disease prevention, to people living in North Bay and surrounding area. The NBNPLC employs an inter-professional team of health care providers who work in a collaborative model of care.

The Laboratory Technician/Clinical Assistant will play an integral role in the care of the patients of North Bay Nurse Practitioner-Led Clinic. They will assist the NBNPLC in achieving its vision, mission and values. The technician/clinical assistant will support patient care and the delivery of programs and services to improve patient health outcomes.

Roles and Responsibilities

- Works collaboratively with other team members to manage the needs of patients of the North Bay NPLC.
- Provides phlebotomy and obtains lab specimens in our in-house lab during working hours.
- Provides clinical support including reception coverage, re-stocking supplies/forms in clinic rooms, lab and waiting area.
- Contributes to patient flow and quality care within the NBNPLC.

Organizational:

- Collect data as required for statistical/reporting purposes
- Provide timely and informative reports as directed and requested by the Clinic Director
- Observe, collect and record patient data in the EMR system.
- Participate in team building, program development, and improvement activities.
- Assist in the development and implementation of the clinical model and guidelines for collaborative care
- Comply with established personnel policies, procedures, standards and guidelines for operation.

- Identify gaps and needed modifications in services.

Education, Community Relations and Advocacy:

- Participate in building creative supportive environments for NBNPLC staff and patients
- Represent the mission, values and philosophy of the NBNPLC in the community
- Assist in the training and supervision of students as requested
- Help patients to identify and use health resources effectively
- Involve patients in decisions about their own health
- Support patients in learning how to self-manage care
- Identify community needs and resources

Other:

- Attend relevant conferences, workshops and other in-service events as approved.
- Experience working with high risk marginalized patients would be considered an asset
- Perform other related duties as assigned.

Qualifications and Requirements:

- Medical Laboratory Technician training
- Experience with phlebotomy and running a laboratory
- Basic CPR certification
- Knowledge of community resources connected to the provision of health promotion, illness prevention and related services
- Bilingual – French and English
- Work effectively, both independently and as part of an inter-professional team.
- Flexibility and ability to adapt to change.
- Available to work flexible hours as required.
- Proficiency in the use of computer software, particularly Microsoft Word, Excel, Outlook and Telus PS Suites.
- Excellent interpersonal skills.
- Exhibit an ability to be open and non-judgmental.

Submit cover letter and resume by:

May 20th, 2022

To Stephanie Brooks, Administrative Lead

sbrooks@nbnplc.com