

Position Title: Head Technologist, Mycology
Department: Clinical and Environmental Bacteriology/ Central PHL
Duration: Permanent
Location: 81 Resources Road, Etobicoke
Compensation Group: AMAPCEO
Position Status: OPEN
Job Code: 16TSS – Scientific Support (AMA Unit) TSS16
Salary: \$61,759 - \$74,355 annually
Schedule: 6
Posting Date: Friday, February 27, 2009
Closing Date: Friday, March 13, 2009

Organization Summary

The Ontario Agency for Health Protection & Promotion (OAHPP) is a centre for specialized research and knowledge in public health, focusing in the areas of infectious disease, infection control and prevention, health promotion, chronic disease and injury prevention, and environmental health. It provides technical and scientific assistance, rapid on-site field support, as needed, specialized communication and training, as well as standards input and practical tools for implementing best practices.

The Agency was created by the Ontario Government as a result of its commitment to Operation Health Protection, through the Health System Improvements Act (Bill 171). As Ontario's first ever provincial Agency for Health Protection and Promotion, the Agency brings academic, clinical, and government experts together to create a centre of public health excellence in the province.

Position Summary

The Head Technologist, Mycology will co-ordinate and supervise laboratory diagnostic services in the Toronto Public Health Laboratory. The Head Technologist, Mycology will provide timely and quality testing in support of the diagnosis and treatment of patients; initiate and participate in the development/improvement of laboratory methods and techniques and is responsible for implementation and maintenance of the Quality Management System.

Reporting Relationship & Span of Control

The Head Technologist, Mycology reports to the Manager, Clinical and Environmental Bacteriology. The Head Technologist, Mycology is accountable for:

- Supervising accurate and cost effective diagnostic clinical laboratory services, or in a specialized clinical area; for providing technical consultation and advice to staff, physicians, other health care providers, and private laboratories on the application of methodologies and the interpretation of laboratory analyses;
- Recommending Laboratory budget requirements to Supervisor and administering the budget; ensuring the maintenance, security and efficient utilization of all laboratory technical and office equipment; recommending the purchase of replacement or new equipment;

- Supervising Technologists and Laboratory Assistants and performing related tasks, .e.g. preparing draft job ads for recruitment of vacancies, providing input to performance appraisals, assigning work, recommending vacation, time off, etc.

Key Responsibilities

- Organize and oversee the activities of the clinical diagnostic laboratory, ensuring the highest quality of diagnostic services. Maintain cost effective laboratory operations, recommend purchases of capital equipment; and prepare administrative and statistical reports on laboratory activities/issues, e.g. workload, costs. Perform/oversee highly specialized tests, as required;
- Implement all new policies and processes related to the quality system as they are developed. Ensure all staff are familiar with and adhere to the policies and content therein. Monitor documentation required by the quality policy such as records associated with, training and validation of equipment and reagents. Provide input on quality policies when circulated for feedback and identify implementation issues when necessary;
- Provide technical and administrative supervision to laboratory staff including establishing work schedules, assigning and monitoring work of staff, dealing with work quality problems, providing technical guidance and training. Provide input for performance reviews and selection, referring disciplinary and labour relations issues to manager. Ensure workplace safety and adherence to proper procedures for handling biologically hazardous materials;
- Initiate and conduct projects to assess new/improved methods or techniques to enhance the accuracy, speed or economy of tests. Supervise the implementation of approved new/modified tests and procedures prepare and update laboratory manuals. Prepare or assist in preparation of scientific papers based on research performed;
- Prepare requests for tender, for kit and reagent or supply contracts for approval by manager. Carry out evaluations for products submitted by proponents, analyze results, prepare recommendations regarding selection for approval by manager;
- Provide consultative services to physicians, hospital and private laboratories, Medical Officers of Health, Public Health Inspectors, health units and regional laboratories (as appropriate) concerning the identification of organisms and the interpretation of laboratory results. Identify matters of potential public health importance, e.g. unusual or emerging pathogens and reporting them to supervisor;
- Present demonstrations/lectures at seminars/workshops for branch staff, visiting professionals, hospitals, colleges and universities, as requested and act as a technical resource to branch laboratory staff in area of expertise and the use/interpretation of related tests;
- Assist Manager with recruitment process, e.g. preparing draft job ad, position selection criteria etc. Act as a technical expert on interview panel as required;
- Provide assistance to Manager with Performance Management by providing input into performance appraisals and merit increases etc.;
- Ensure compliance with laboratory safety and Quality Policies.

Knowledge and Skills

The Head Technologist, Mycology position requires:

- Broad current knowledge of the principles and practices of a range of clinical disciplines (such as bacteriology, mycology, parasitology) or in-depth knowledge of a specific clinical area (such as clinical bacteriology, environmental microbiology);
- Knowledge of quality control /quality assurance principles and processes to ensure the reliability of specialized test methods and test results;
- Knowledge of computer applications used for clinical diagnostic testing and processing technical data; as well as knowledge of PC software such as word-processing, databases and spreadsheet packages to prepare technical and administrative reports, e.g. volume of work, costs;
- Knowledge of group leadership techniques to control workflow, monitor work quality and provide guidance to staff;
- Knowledge of the Occupational Health and Safety Act and Regulations that apply to the work, and knowledge of any potential or actual danger to health or safety in the workplace to ensure compliance when performing group leadership responsibilities;
- Organizational skills to prioritize, assign and monitor work to ensure accurate and timely testing of specimens;
- Analytical and evaluative skills in order to set up product evaluations and analyze results and reach logical conclusions.

Education and Experience

- Current qualifications and active registration with the College of Medical Laboratory Technologist of Ontario (active without conditions) is required;
- Experience applying relevant laboratory diagnostic methods and biosafety procedures in order to supervise an effective diagnostic/reference laboratory and provide guidance and consultation to staff, physicians, private laboratories and other health care professionals.

Please forward your resume, along with a copy of your CMLTO membership, and a covering letter indicating how you meet the requirements of this position as outlined above.

E-mail your resume referencing HTM-01 to careers@oahpp.ca. For more information about the Agency visit our website at www.oahpp.ca

Thank you for your interest in this position, however, only qualified candidates will be contacted for an interview. Please continue to view our website for new career opportunities with the **Ontario Agency for Health Protection and Promotion**.