

Microbiology Analyst / Analyste en Microbiologie

Overview

The incumbent prepares samples for processing and maintains process documentation to facilitate microbiological analysis procedures. This position reports to the Supervisor of Microbiology.

Job Duties

- Prepare media and broth for use in microbiological testing as designated. Sterilize materials needed for analysis. Ensure that media and materials are prepared for the next testing sequence.
- Prepare sample for analysis by recording, weighing, and blending. Retrieve samples from designated areas (e.g. log-in, sample storage).
- Read plates and tubes, as designated, to determine the number of organisms in the sample.
- Record findings on worksheet for verification.
- Write identification onto plates so that client and sample number can be tracked. Set up equipment and materials needed for analysis.
- Pipette sample solution into tubes or plates according to the analysis process being performed. Pour the agar into plates or tubes to begin the growth process.
- Collect plates/tubes/bags and place them in the incubator for the specified amount of time and temperature.
- Perform calculations and input results as requested.
- Perform rapid method tests as designated.
- Interact with other department personnel to maintain smooth flow of work.
- Update logbooks, transfer data and maintain records.
- Perform necessary housekeeping duties in a timely manner, keeping the work areas and equipment clean and sanitized.
- Must participate in cleaning schedule and maintain retain samples as required.
- Train analysts where required and participate in the training programs.
- Maintain knowledge of Laboratory Information Management System (LIMS) that is required to complete job responsibilities.

- Support corporate quality and continuous improvement process. Perform necessary tasks related to quality control parameters for the function being performed.
- This position has the responsibilities and authority to identify departures from the management system or test procedures and document such observations in accordance with the prescribed non-conforming system and notifies the supervisor.
- Responsibility to support laboratory management in the implementation, maintenance, and improvement of the management system.
- Adhere to all safety policies.
- Perform other related tasks as needed.

Aperçu

Le (la) titulaire du poste effectuera des analyses microbiologiques sur des échantillons. Il (elle) relèvera directement du superviseur du laboratoire de microbiologie.

Tâches

- Préparer les milieux nécessaires aux analyses de laboratoire.
- Stériliser le matériel requis pour les analyses de laboratoire.
- Préparer les échantillons pour les analyses selon la procédure établie.
- Effectuer les tests de microbiologie selon la procédure et dans le respect des délais fixés.
- Réaliser les calculs nécessaires, vérifier et interpréter les résultats le cas échéant.
- Entrer les données de contrôle qualité dans le système et vérifier les résultats.
- Coordonner les tâches d'analyse avec le personnel des autres départements afin de veiller au déroulement normal du travail.
- Mettre à jour les registres et consigner les données.
- Effectuer le nettoyage, la calibration et l'entretien préventif général nécessaires des équipements, selon les exigences.

- Former les analystes, le cas échéant, et participer aux programmes de formation.
- Participer à la réception des échantillons.
- Toutes autres tâches connexes nécessaires au bon déroulement des opérations.

The incumbent must have a basic knowledge of microbiology to accurately perform testing procedures and obtain accurate results. Analytical skills are essential to complete analysis procedures and determine the concentration of the microorganism. A general knowledge of the Laboratory Information Management System is required to process client data. Physical dexterity is required for measuring, pipetting and transferring sample into plates and tubes. A basic knowledge of personal computers is useful to accurately enter testing data and results. A basic knowledge of laboratory safety procedures and policies is necessary to ensure a safe working environment. Have a working knowledge of the internal IQA and TQM programs. Planning skills are useful to maintain supplies of analysis materials and ensure analysis is completed within specified time.

Qualifications

Détenir une expérience significative en laboratoire d'analyse ainsi qu'une formation pertinente en microbiologie, sciences de la nutrition ou biologie. Être autonome, organisé, proactif et responsable. Avoir la capacité de travailler sous pression, avoir des connaissances générales avec les LIMS, avoir la capacité de travailler en équipes et de communiquer de façon harmonieuse. Le (la) candidat(e) retenu(e) fera preuve d'un grand sens du détail, d'une excellente organisation et démontrera une fiabilité totale. Les horaires de travail incluent des soirs et des fins de semaine.

Full-Time Position/Poste Temps Plein

Dorval, QC

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