



# *Provincial Job Description*

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**TITLE:**  
**(215) Cytotechnologist Working  
Supervisor**

**PAY BAND:**  
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**FOR FACILITY USE:**

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**SUMMARY OF DUTIES:**

**Supervises technical staff and work processes of the Cytology Department. Performs Cytotechnology duties to aid in the diagnosis of disease processes.**

**QUALIFICATIONS:**

- ◆ **Cytotechnology diploma**
  - ◆ **Certified by the Canadian Society for Medical Laboratory Science**
  - ◆ **Licensed and registered by the Saskatchewan Society of Medical Laboratory Technologists**

**KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ **Intermediate computer skills**
- ◆ **Analytical ability**
- ◆ **Ability to work independently**
- ◆ **Communication, organizational and interpersonal skills**

## ***EXPERIENCE:***

- ◆ **Previous: Thirty-six (36) months previous experience as a Cytotechnologist II to consolidate knowledge and skills.**

## ***KEY ACTIVITIES:***

### **A. Administration / Supervision**

- ◆ **Provides technical direction/functional advice, and direct supervision of staff and students.**
- ◆ **Provides input into staffing, performance evaluation, performance reviews and appropriate performance improvement.**
- ◆ **Schedules staff and maintains payroll time sheets.**
- ◆ **Provides technical expertise and problem solving.**
- ◆ **Researches, reviews and implements new methodologies and operational procedures.**
- ◆ **Develops and maintains communication and information systems for work area.**
- ◆ **Acts as a liaison with other departments (e.g., Women's Health Department).**
- ◆ **Manages and maintains the documentation of workload and other statistics.**
- ◆ **Coordinates special projects.**
- ◆ **Provides orientation and general instruction/training for students and staff.**
- ◆ **Works with regional laboratory groups to standardize procedures.**
- ◆ **Provides input into budget preparation and strategic planning.**
- ◆ **Reviews and implements policies and procedures.**

### **B. Specimen Preparation and Analysis**

- ◆ **Ensures required information for patient and specimen identification is on requisition and specimen.**
- ◆ **Organizes and prioritizes specimens based on urgency of request.**
- ◆ **Enters data and prepares samples for in-house testing.**
- ◆ **Assesses specimen adequacy/integrity and initiates corrective action, as required.**
- ◆ **Screens gynecological and non-gynecological specimens.**
- ◆ **Performs laboratory testing and evaluates validity of results.**
- ◆ **Responds appropriately to abnormal results by providing preliminary diagnosis to pathologist.**
- ◆ **Performs specialized testing (e.g., liquid-based cytology).**
- ◆ **Reviews workload for each pathologist receiving gynecological material.**

### **C. Post-Screening / Recording / Reporting**

- ◆ **Post-screens and records abnormal results.**
- ◆ **Documents and communicates results according to established protocol.**
- ◆ **Issues final reports for post-screened gynecological specimens that are diagnosed “within normal limits”.**
- ◆ **Assigns abnormal cases to pathologist.**
- ◆ **Analyzes, records, reports high risk cases.**
- ◆ **Performs retro-reviews on all abnormal cases that have had previous normal histories.**
- ◆ **Utilizes statistics and other indicators to monitor the acceptability of results and maintain appropriate documentation.**

### **D. Quality Assurance / Quality Control**

- ◆ **Oversees all recording mechanisms in cytology.**
- ◆ **Establishes, maintains and monitors Quality Assurance/Quality Control programs as required by local protocols and government regulations.**
- ◆ **Organizes and monitors proficiency testing program in Cytology.**
- ◆ **Establishes preventative maintenance programs by maintaining instrument logs and recognising equipment malfunctions.**
- ◆ **Records and reports diagnostic accuracy rates.**
- ◆ **Recognizes and troubleshoots abnormal Quality Control results.**

### **E. Clerical**

- ◆ **Performs computer work (e.g., statistical reports).**
- ◆ **Communicates test results to physicians by fax/phone.**
- ◆ **Prepares and files test results and reports.**

### **F. Related Key Work Activities**

- ◆ **Performs preventative maintenance.**
- ◆ **Cleans instruments and work area.**
- ◆ **Provides input into capital equipment purchases.**
- ◆ **Disposes of biohazardous waste, as per department procedures and policies.**

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

*Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.*

***Validating Signatures:***

***CUPE:***

***SEIU:***

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***SGEU:***

***SAHO:***

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***Date: 2005***

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