



Provincial Job Description

TITLE:
(218) Cytotechnologist I

PAY BAND:
16

FOR FACILITY USE:

SUMMARY OF DUTIES:

Performs microscopic examination and diagnostic interpretation of gynecological and non-gynecological specimens to aid in the diagnosing of precancerous, cancerous, and infectious 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:

- ◆ Basic computer skills
- ◆ Analytical skills
- ◆ Ability to work independently
- ◆ Communication, organizational and interpersonal skills

EXPERIENCE:

- ◆ **Previous: No previous experience.**

KEY ACTIVITIES:

A. 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 and integrity.
- ◆ Performs laboratory testing and evaluates validity of results.
- ◆ Responds appropriately to abnormal results.
- ◆ Performs specialized testing (e.g., fine needle aspiration and thin prep).
- ◆ Re-screens slide results performed by students and new employees.

B. Quality Assurance / Quality Control

- ◆ Participates in Quality Assurance/Quality Control programs as required by local protocols and government regulations.
- ◆ Follows preventative maintenance programs.

C. Related Key Work Activities

- ◆ Performs preventative maintenance.
- ◆ Cleans instruments and work area.
- ◆ Provides occasional guidance to the primary function of others, including training.
- ◆ Disposes of biohazardous waste, as per departmental procedures and policies.
- ◆ Performs computer work (e.g., data entry).
- ◆ Prepares, communicates and files test results and reports.
- ◆ May provide reception/clerical duties (e.g., answer telephone).

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:

SGEU:

SAHO:

Date: 2005

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