



Provincial Job Description

TITLE:
(220) Cytotechnologist II

PAY BAND:
18

FOR FACILITY USE

SUMMARY OF DUTIES:

Performs microscopic examination and diagnostic interpretation of gynecological and non-gynecological specimens to aid in the diagnosing of pre-cancerous, cancerous, and infectious disease processes. Performs post-screening diagnoses.

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: Twenty-four (24) months previous experience as a Cytotechnologist I.

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/integrity and initiates corrective action, as required.
- ◆ Performs laboratory testing, correlates and evaluates validity of results.
- ◆ Responds appropriately to abnormal results by providing preliminary diagnosis to pathologist.
- ◆ Performs specialized testing (e.g., fine needle aspiration and thin prep).

B. 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 all non-gynecological and abnormal gynecological cases to pathologist.
- ◆ 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.

C. Quality Assurance / Quality Control

- ◆ Participates and monitors Quality Assurance/Quality Control programs as required by local protocols and government regulations (e.g., random re-screens).
- ◆ Performs preventative maintenance programs by maintaining instrument logs and recognizing equipment malfunctions.

D. Administration

- ◆ Provides technical direction/functional advice for staff and students.
- ◆ Prioritizes workload and schedules work flow.
- ◆ Acts as a liaison with other departments.
- ◆ Provides input into and reviews policies and procedures.
- ◆ Provides orientation and general instruction/training for students and new staff.
- ◆ Researches and reviews new versus existing methodologies.
- ◆ Coordinates special projects (e.g., Laboratory Information System, College of American Pathologists program).

E. Related Key Work Activities

- ◆ Performs preventative maintenance.
- ◆ Cleans instruments and work area.
- ◆ Disposes of biohazardous waste, as per departmental procedures and policies.
- ◆ Performs computer work (e.g., data entry).
- ◆ Communicates test results to physicians by fax/phone.
- ◆ Maintains the documentation of workload measurement and other statistics.
- ◆ Prepares and files test results and reports.

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

This document was created with Win2PDF available at <http://www.daneprairie.com>.
The unregistered version of Win2PDF is for evaluation or non-commercial use only.