



# *Provincial Job Description*

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**TITLE:**  
**(229) Cytotechnologist & Clinical  
Instructor**

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

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***SUMMARY OF DUTIES:***

Coordinates, organizes and instructs students in the Diagnostic Cytology program (didactic and clinical). 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.

***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 skills
- ◆ Ability to work independently
- ◆ Communication, organizational and interpersonal skills
- ◆ Ability to teach adults

## ***EXPERIENCE:***

- ◆ **Previous: Forty-eight (48) months previous experience as a Cytotechnologist to consolidate knowledge and skills.**

## ***KEY ACTIVITIES:***

### **A. Student Instruction**

- ◆ **Maintains and updates the Diagnostic Cytology course curriculum according to the National Competency Based Objectives set out by the Canadian Society of Medical Laboratory Science.**
- ◆ **Prepares, types and delivers formal lectures in a classroom setting.**
- ◆ **Provides one-on-one microscope sessions.**
- ◆ **Post-screens student clinical work.**
- ◆ **Provides students with clinical demonstrations.**
- ◆ **Coordinates didactic lectures with Pathologists and other medical personnel.**
- ◆ **Prepares, types, delivers, updates and corrects exercises, assignments and examinations.**
- ◆ **Assesses student progress through log records (daily, weekly, monthly) and provides performance appraisals and performance reviews.**
- ◆ **Deals with student discipline issues.**

### **B. Administrative**

- ◆ **Interviews, assesses and selects students for the program.**
- ◆ **Maintains work records for the program.**
- ◆ **Reviews program budget for each year.**
- ◆ **Prepares documentation for program accreditation by the Canadian Medical Association.**
- ◆ **Chairs and/or coordinates Educational Meetings and Liaison Committee meetings.**
- ◆ **Participates in career fairs and school presentations.**
- ◆ **Schedules student rotations for special procedures training.**
- ◆ **Mentors and guides students.**
- ◆ **Maintains personnel files for each student.**
- ◆ **Arranges Continuing Educational Activities for the Cytology Department.**
- ◆ **Re-educates Cytotechnologists in didactic and technical procedures, when required.**

**C. 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, correlates and evaluates validity of results.
- ◆ Responds appropriately to abnormal results.
- ◆ Performs specialized testing (e.g., fine needle aspiration and thin prep).

**D. Quality Assurance / Quality Control**

- ◆ Participates in Quality Assurance/Quality Control programs as required by local protocols and government regulations.
- ◆ Follows preventative maintenance programs by maintaining instrument logs and recognising equipment malfunctions.

**E. Clerical**

- ◆ Performs computer work (e.g., data entry, student curriculum).
- ◆ Provides reception/clerical duties (e.g., answer telephone, fax, photocopy).
- ◆ Prepares, communicates and files test results and reports.

**F. Related Key Work Activities**

- ◆ Performs preventative maintenance.
- ◆ Cleans instruments and work area.
- ◆ Provides orientation to staff.
- ◆ Disposes of biohazardous waste, as per departmental 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*