



Provincial Job Description

TITLE:
**(321) Cytogenetics Technologist II &
Instructor**

PAY BAND:
20

FOR FACILITY USE:

SUMMARY OF DUTIES:

Performs diagnostic chromosome studies on peripheral blood, bone marrow, amniotic fluid, and solid tissue samples. Provides regular direction to staff. Responsible for the organization and coordination of clinical education.

QUALIFICATIONS:

- ◆ **Clinical Genetics Technology 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**
- ◆ **Organizational and leadership skills**
- ◆ **Communication and interpersonal skills**
- ◆ **Ability to teach adults**

EXPERIENCE:

- ◆ **Previous: Twenty-four months (24) previous experience as a Cytogenetics Technologist to consolidate knowledge and skills.**

KEY ACTIVITIES:

A. Culture / Harvest / Testing of Specimens

- ◆ Prepares and records sample receipt and/or result.
- ◆ Initiates and maintains cultures including suspensions (bloods, marrows), in situ (amniotic fluids and solid tissues).
- ◆ Sub-cultures long term cultures as necessary.
- ◆ Freezes cells for future studies.
- ◆ Harvests cells at appropriate time through established methods.
- ◆ Prepares slides.
- ◆ Monitors, evaluates, and interprets results.
- ◆ Bands and stains chromosomes on slides, dishes, cover slips.
- ◆ Performs microscopic analysis of chromosomes.
- ◆ Performs digital photography of cells.
- ◆ Performs computer-assisted karyotyping.
- ◆ Performs special staining (e.g., fluorescent techniques).
- ◆ Harvests cells of extended chromosome studies.

B. Administration

- ◆ Coordinates/directs technical staff and work processes.
- ◆ Assigns, checks and organizes the work of the staff doing similar work.
- ◆ Supervises the work, practices and procedures of the Cytogenetics Department.
- ◆ Rechecks clinical cases before sign-out.
- ◆ Reviews old cases prior to follow-up appointments.
- ◆ Provides functional and specialty advice and instruction, and follows up to ensure compliance.
- ◆ Prioritizes workload and schedules workflow.
- ◆ Schedules on-call coverage.
- ◆ Researches new techniques/equipment.
- ◆ Performs computer work (e.g., data entry, back up).
- ◆ Provides input into capital equipment purchases.
- ◆ Provides input into and reviews policies and procedures.

C. 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 recognizing equipment malfunctions.

D. Clinical Coordination / Instruction

- ◆ Acts as a liaison (employer representative) with the educational institution.
- ◆ Schedules and coordinates student's clinical education.
- ◆ Evaluates practical and theoretical education of students and reports/documents student's progress to the educational institution.
- ◆ Recognizes individual student concerns or personal difficulties and offers appropriate assistance.
- ◆ Provides input to the educational institution for the cytogenetics training program.
- ◆ Prepares and conducts tutorials/review sessions.
- ◆ Proctors and/or marks program examinations.

E. Related Key Work Activities

- ◆ Prepares solutions.
- ◆ Prepares/packages samples for shipping to outside labs.
- ◆ Cleans, maintains, troubleshoots, and calibrates equipment according to established standards.
- ◆ 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.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

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