Provincial Job Description

TITLE:
(215) Cytotechnologist Working Supervisor

PAY BAND:
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FOR FACILITY USE:

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**
  - **Licensed and registered by the College of Medical Laboratory Professionals of Saskatchewan (CMLPSK) in Diagnostic Cytology***

KNOWLEDGE, SKILLS & ABILITIES:

- **Intermediate computer skills**
- **Analytical skills**
- **Ability to work independently**
- **Communication skills**
- **Organizational skills**
- **Interpersonal skills**
- **Leadership skills**
- **Valid driver's license, where required by the job**

EXPERIENCE:

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

KEY ACTIVITIES:

A. <u>Administration / Supervision</u>

- **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.**
- **Manages and maintains the documentation of workload and other statistics.**
- **Coordinates special projects.**
- **Provides general instruction/training for students and staff.**
- **Works with provincial laboratory groups to standardize procedures.**
- **Provides input into budget preparation and department operations.**
- **Develops, reviews and implements policies and procedures.**

B. <u>Specimen Preparation and Analysis</u>

- **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 and non-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 high-grade 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 recognizing equipment malfunctions.**
- **Records and reports diagnostic accuracy rates.**
- **Recognizes and troubleshoots abnormal Quality Control results.**

E. Clerical

- **Performs computer work (e.g., statistical and Quality Assurance reports).**
- **Communicates test results to physicians.**
- **Prepares and files test results and reports.**

F. Related Key Work Activities

- **Monitors preventative maintenance.**
- **Monitors cleaning of instruments and work area.**
- **Provides input into capital equipment purchases.**
- **Monitors disposal of biohazardous waste, as per department procedures and policies.**
- **Orders supplies.**

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:***

Date: September 17, 2025
****Updated November 23, 2026***