Provincial Job Description

TITLE:	*PAY BAND:*
(220) Cytotechnologist II	**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**
  - **Licensed and registered by the College of Medical Laboratory Professionals of Saskatchewan (CMLPSK) in Diagnostic Cytology***

KNOWLEDGE, SKILLS & ABILITIES:

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

EXPERIENCE:

- **<u>Previous:</u> 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.**
- **Responds appropriately to abnormal results by providing preliminary diagnosis to pathologist.**
- **Performs specialized testing (e.g., fine needle aspiration and thin prep).**
- **Performs laboratory testing, correlates results and evaluates the validity of these results.**

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 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. Administration

- **Provides technical direction/functional advice for staff and students.**
- **Prioritizes workload and schedules work flow.**
- **Submits payroll information.**
- **Acts as a liaison with other departments.**
- **Provides input into and reviews policies and procedures.**
- **Provides 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. <u>Related Key Work Activities</u>

- **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.**
- **Maintains the documentation of workload measurement and other statistics.**
- **Prepares and files test results and reports.**
- **Maintains glass slide teaching file for use by pathologist, pathology residents and cytotechnologists.**

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