Provincial Job Description

TITLE:	*PAY BAND:*
(513) Clinical Genetics Technologist Supervisor	**21**

FOR FACILITY USE:

SUMMARY OF DUTIES:

Supervises staff and work processes of the assigned discipline of the laboratory. Performs laboratory duties associated with clinical genetics testing including chromosome and molecular studies.

QUALIFICATIONS:

- **Baccalaureate of Science degree**
- **Clinical Genetics Technology Advanced diploma**
  - **Licensed and registered by the College of Medical Laboratory Professionals of Saskatchewan (CMLPSK) in Clinical Genetics***

KNOWLEDGE, SKILLS & ABILITIES:

- **Intermediate computer skills**
- **Analytical skills**
- **Ability to work independently**
- **Communication skills**
- **Interpersonal skills**
- **Organizational skills**
- **Leadership skills**
- **Ability to teach adults**

EXPERIENCE:

- **<u>Previous:</u> Forty-eight (48) months previous experience as a Clinical Genetics Technologist II to consolidate knowledge and skills.**

KEY ACTIVITIES:

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

- **Provides direct supervision of staff and students.**
- **Provides functional advice/technical expertise and problem solving.**
- **Prioritizes work load and schedules workflow.**
- **Schedules staff and checks payroll records.**
- **Provides input into, develops and reviews policies and procedures.**
- **Researches, reviews and implements new operational procedures.**
- **Oversees the preparation and maintenance of policies and procedures.**
- **Works with laboratory groups to standardize procedures.**
- **Provides input into hiring and performance evaluations and reviews.**
- **Manages and maintains communication and information systems for designated work area.**
- **Ensures adequate inventory is maintained.**
- **Researches, evaluates and recommends equipment purchases.**
- **Provides input into budget preparation.**
- **Acts as a liaison with other departments, vendors and other external agencies as required.**
- **Prepares and manages statistical reports (e.g., workload measurement).**
- **Provides general instruction/training to students and staff.**
- **Implements and maintains competency assessment program.**
- **Second check clinical cases before sign out.**
- **Reviews old cases prior to patient follow up appointments.**

B. <u>Quality Assurance / Quality Control</u>

- **Establishes, maintains and monitors Quality Assurance/Quality Control programs as required by local protocol and government regulations.**
- **Establishes preventative maintenance programs for equipment in consultation with the manufacturer, including acceptable laboratory standards.**
- **Monitors equipment logs and manages equipment malfunction.**
- **Maintains, troubleshoots and calibrates equipment according to established protocols.**

C. Testing of Specimens - Cytogenetic and Molecular Genetic Analysis

- **Organizes and prioritizes specimens/tests based on urgency of request.**
- **Assesses integrity and stability of specimens based on timing protocols.**
- **Performs cytogenetic and molecular genetics laboratory testing using appropriate methodology.**
- **Correlates results and evaluates the validity of those results.**
- **Responds to critical values, unexpected results and urgent requests according to protocols and policies.**
- **Performs specialized testing.**
- **Troubleshoots any technical problems.**

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 clinical genetics training program.**
- **Prepares and conducts tutorials/review sessions.**
- **Proctors and/or marks program examinations.**

E. Related Key Work Activities

- **Ensures specimen quality is maintained for referral purposes, packages and ships specimens to referral laboratories.**
- **Cleans, maintains, troubleshoots and calibrates equipment according to established standards.**
- **Disposes of biohazardous waste, as per department procedures and policies.**
- **Performs computer work/office duties.**
- **Prepares, communicates and files test results/reports.**
- **Investigates incident 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.

Validating Signatures:

CUPE:	***SEIU:***
SGEU:	***SAHO:***

Date: October 21, 2025
****Updated November 23, 2026***