Provincial Job Description

TITLE:
(514) Cytotechnologist I - Histology

PAY BAND:
16

FOR FACILITY USE:

SUMMARY OF DUTIES:

Performs microscopic examination and diagnostic interpretation of gynecological and non-gynecological specimens to aid in the diagnosing of precancerous, cancerous and infectious disease processes.

QUALIFICATIONS:

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

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> No previous experience.**

KEY ACTIVITIES:

A. <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 and integrity.**
- **Performs laboratory testing and evaluates validity of results.**
- **Responds appropriately to abnormal results, critical values – urgent requests according to policy and procedure.**
- **Performs specialized testing (e.g., fine needle aspiration and thin prep).**
- **Re-screens slide results performed by students and new employees.**
- **Performs laboratory testing, correlates results and evaluates the validity of these results.**

B. <u>Embedding and Sectioning of Tissue</u>

- **Orientating processed tissue specimens into wax mold.**
- **Cutting wax mold with a microtome into five (5) micron sections.**
- **Orientating the section into corresponding glass slide.**

C. <u>Routine and Special Staining</u>

- **Staining all tissue sections.**
- **Performs additional manual staining techniques to demonstrate cellular and tissue components (such as nerve, muscle, bacteria and glycogen, etc.).**
- **Manually and automated cover slipping of all slides.**

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

- **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.**

E. Related Key Work Activities

- **Performs preventative maintenance.**
- **Cleans instruments and work area.**
- **Maintains, troubleshoots and calibrates equipment according to established standards**
- **Provides occasional guidance to the primary function of others, including training.**
- **Disposes of biohazardous waste, as per departmental procedures and policies.**
- **Performs computer work (e.g., data entry).**
- **Prepares, communicates and files test results and reports.**
- **May provide reception/clerical duties.**
- **Provides input into capital equipment purchases.**
- **Provides input into policies and procedures.**
- **Prepares statistical reports.**
- **Maintains inventory and orders supplies.**
- **Completes 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:***
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SGEU:	***SAHO:***
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Date: September 17, 2025
****Updated November 23, 2026***