



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**
 - ◆ **Certified by the Canadian Society for Medical Laboratory Science**
 - ◆ **Registered by the Saskatchewan Society of Medical Laboratory Technologists**

KNOWLEDGE, SKILLS & ABILITIES:

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

EXPERIENCE:

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

KEY ACTIVITIES:

A. Administration / Supervision

- ◆ 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. 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.
- ◆ 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 recognising 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 by fax/phone.**
- ◆ **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: February 13, 2018