

Provincial Job Description

TITLE: (218) Cytotechnologist I

PAY BAND:

16

FOR FACILITY USE:

SUMMARY OF DUTIES:

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

QUALIFICATIONS:

- ♦ Cytotechnology diploma
 - ♦ Certified by the Canadian Society for Medical Laboratory Science
 - ♦ Registered by the College of Medical Laboratory Professionals of Saskatchewan 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:

♦ Previous: No previous experience.

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 and integrity.
- Responds appropriately to abnormal results.
- ♦ 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. 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.

C. Related Key Work Activities

- **♦** Performs preventative maintenance.
- ♦ Cleans instruments and work area.
- **♦** 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.
- ♦ Maintains glass slide teaching file for use by pathologist, pathology residents and cytotechnologists.

(218) Cytotechnologist I

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	

(218) Cytotechnologist I 3