



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 non-gynecological 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 Saskatchewan Society of Medical Laboratory Technologists

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. Embedding and Sectioning of Tissue

- ◆ 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. Routine and Special Staining

- ◆ 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. 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.

E. 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 (e.g., answer telephone).
- ◆ 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:

Date: February 13, 2018