



Provincial Job Description

TITLE:
(220) Cytotechnologist II

PAY BAND:
18

FOR FACILITY USE

SUMMARY OF DUTIES:

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

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:** Twenty-four (24) months previous experience as a Cytotechnologist I.

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/integrity and initiates corrective action, as required.
- ◆ Responds appropriately to abnormal results by providing preliminary diagnosis to pathologist.
- ◆ Performs specialized testing (e.g., fine needle aspiration and thin prep).
- ◆ 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. 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 all non-gynecological and abnormal gynecological cases to pathologist.
- ◆ Performs retro-reviews on all abnormal cases that have had previous normal histories.
- ◆ Utilizes statistics and other indicators to monitor the acceptability of results and maintain appropriate documentation.

E. 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.

◆ **F. Administration**

- ◆ Provides technical direction/functional advice for staff and students.
- ◆ Prioritizes workload and schedules work flow.
- ◆ Submits payroll information.
- ◆ Acts as a liaison with other departments.
- ◆ Provides input into and reviews policies and procedures.
- ◆ Provides general instruction/training for students and new staff.
- ◆ Researches and reviews new versus existing methodologies.
- ◆ Coordinates special projects (e.g., Laboratory Information System, College of American Pathologists program).

G. Related Key Work Activities

- ◆ Performs preventative maintenance.
- ◆ Cleans instruments and work area.
- ◆ Disposes of biohazardous waste, as per departmental procedures and policies.
- ◆ Performs computer work (e.g., data entry).
- ◆ Communicates test results to physicians.
- ◆ Maintains the documentation of workload measurement and other statistics.
- ◆ Prepares and files test results and reports.
- ◆ 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 12, 2025