



# *Provincial Job Description*

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**TITLE:**  
**(220) Cytotechnologist II**

**PAY BAND:**  
**18**

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***FOR FACILITY USE***

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***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 by fax/phone.
- ◆ 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 13, 2018*