



Provincial Job Description

TITLE:
**(321) Clinical Genetics Technologist II &
Instructor**

PAY BAND:
20

FOR FACILITY USE:

SUMMARY OF DUTIES:

Performs laboratory duties associated with clinical genetics testing including molecular and chromosome studies. Coordinates/leads technical staff and work processes of the Clinical Genetics laboratory. Responsible for the organization and coordination of clinical education.

QUALIFICATIONS:

- ◆ Baccalaureate of Science degree
- ◆ Clinical Genetics Technology Advanced 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 skills
- ◆ Ability to work independently
- ◆ Organizational skills
- ◆ Leadership skills
- ◆ Communication skills
- ◆ Interpersonal skills
- ◆ Ability to teach adults

EXPERIENCE:

- ◆ **Previous: Twenty-four months (24) previous experience as a Clinical Genetics Technologist I to consolidate knowledge and skills.**

KEY ACTIVITIES:

A. Testing of Specimens - Cytogenetic and Molecular Genetic Analysis

- ◆ Organizes and prioritizes specimens/tests based on urgency of request.
- ◆ Assesses integrity and stability of specimens based on timing protocols.
- ◆ Performs cytogenetic and molecular genetics laboratory testing using appropriate methodology.
- ◆ Correlates results and evaluates the validity of those results.
- ◆ Responds to critical values, unexpected results and urgent requests according to protocols and policies.
- ◆ Performs specialized testing.
- ◆ Troubleshoots any technical problems.

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.
- ◆ Reviews and monitors Quality Assurance program.

C. Administration / Coordination

- ◆ Coordinates/directs technical staff and work processes of the Clinical Genetics laboratory.
- ◆ Schedules staff and checks payroll records.
- ◆ Provides functional advice/technical expertise and problem solving.
- ◆ Prioritizes workload and schedules workflow.
- ◆ Provides input into, develops and reviews policies and procedures.
- ◆ Researches, evaluates and purchases equipment.
- ◆ Acts as a liaison with other departments.
- ◆ Provides input into budget preparation and strategic planning.
- ◆ Manages the documentation of workload measurement statistics.
- ◆ Researches and reviews new versus existing methodology.
- ◆ Provides general instruction/training to students and staff.

D. Clinical Coordination / Instruction

- ◆ Acts as a liaison (employer representative) with the educational institution.
- ◆ Schedules and coordinates student's clinical education.
- ◆ Evaluates practical and theoretical education of students and reports/documents student's progress to the educational institution.
- ◆ Recognizes individual student concerns or personal difficulties and offers appropriate assistance.
- ◆ Provides input to the educational institution for the clinical genetics training program.
- ◆ Prepares and conducts tutorials/review sessions.
- ◆ Proctors and/or marks program examinations.

E. Related Key Work Activities

- ◆ Prepares solutions.
- ◆ Prepares/packages samples for shipping to outside labs.
- ◆ Cleans, maintains, troubleshoots, and calibrates equipment according to established standards.
- ◆ Disposes of biohazardous waste, as per departmental procedures and policies.

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 14, 2018