



Provincial Job Description

TITLE:
(513) Clinical Genetics Technologist Supervisor

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Supervises staff and work processes of the assigned discipline of the laboratory. Performs laboratory duties associated with clinical genetics testing including chromosome and molecular studies.

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
- ◆ Communication skills
- ◆ Interpersonal skills
- ◆ Organizational skills
- ◆ Leadership skills
- ◆ Ability to teach adults

EXPERIENCE:

- ◆ **Previous: Forty-eight (48) months previous experience as a Clinical Genetics Technologist II to consolidate knowledge and skills.**

KEY ACTIVITIES:

A. Administration / Supervision

- ◆ Provides direct supervision of staff and students.
- ◆ Provides functional advice/technical expertise and problem solving.
- ◆ Prioritizes work load and schedules workflow.
- ◆ Schedules staff and checks payroll records.
- ◆ Provides input into, develops and reviews policies and procedures.
- ◆ Researches, reviews and implements new operational procedures.
- ◆ Oversees the preparation and maintenance of policies and procedures.
- ◆ Works with laboratory groups to standardize procedures.
- ◆ Provides input into hiring and performance evaluations and reviews.
- ◆ Manages and maintains communication and information systems for designated work area.
- ◆ Ensures adequate inventory is maintained.
- ◆ Researches, evaluates and recommends equipment purchases.
- ◆ Provides input into budget preparation.
- ◆ Acts as a liaison with other departments, vendors and other external agencies as required.
- ◆ Prepares and manages statistical reports (e.g., workload measurement).
- ◆ Provides general instruction/training to students and staff.
- ◆ Implements and maintains competency assessment program.
- ◆ Second check clinical cases before sign out.
- ◆ Reviews old cases prior to patient follow up appointments.

B. Quality Assurance / Quality Control

- ◆ Establishes, maintains and monitors Quality Assurance/Quality Control programs as required by local protocol and government regulations.
- ◆ Establishes preventative maintenance programs for equipment in consultation with the manufacturer, including acceptable laboratory standards.
- ◆ Monitors equipment logs and manages equipment malfunction.
- ◆ Maintains, troubleshoots and calibrates equipment according to established protocols.

C. 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.

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

- ◆ Ensures specimen quality is maintained for referral purposes, packages and ships specimens to referral laboratories.
- ◆ Cleans, maintains, troubleshoots and calibrates equipment according to established standards.
- ◆ Disposes of biohazardous waste, as per department procedures and policies.
- ◆ Performs computer work/office duties.
- ◆ Prepares, communicates and files test results/reports.
- ◆ Investigates incident reports.

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