



# *Provincial Job Description*

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***TITLE:***  
**(514) Cytotechnologist I - Histology**

***PAY BAND:***  
**16**

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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 precancerous, cancerous and infectious disease processes.

## ***QUALIFICATIONS:***

- ◆ **Cytotechnology diploma**
  - ◆ **Certified by the Canadian Society for Medical Laboratory Science – as Cytotechnology - Histology**
  - ◆ **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.
- ◆ Performs laboratory testing and evaluates validity of results.
- ◆ Responds appropriately to abnormal results, critical values – urgent requests according to policy and procedure.
- ◆ 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.
- ◆ Maintains, troubleshoots and calibrates equipment according to established standards
- ◆ 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).
- ◆ Provides input into capital equipment purchases.
- ◆ Provides input into policies and procedures.
- ◆ Prepares statistical reports.
- ◆ Maintains inventory and orders supplies.
- ◆ Completes 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:*

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*SGEU:*

*SAHO:*

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*Date: July 25, 2017*