



# *Provincial Job Description*

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***TITLE:***  
**(101) Clinical Genetics Technologist I**

***PAY BAND:***  
**17**

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Responsible for performing diagnostic chromosome and molecular studies on peripheral blood, bone marrow, amniotic fluid and solid tissue samples.

***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

***EXPERIENCE:***

- ◆ Previous: No previous experience.

## ***KEY ACTIVITIES:***

### **A. Culture / Harvest / Testing of Specimens**

- ◆ Prepares and records sample receipt and/or result.
- ◆ Initiates and maintains cultures including suspensions (bloods, marrows), in situ (amniotic fluids, solid tissues and nucleic acids).
- ◆ Sub-cultures long term cultures, as necessary.
- ◆ Freezes cells for future studies.
- ◆ Harvests cells at appropriate time through established methods.
- ◆ Prepares slides.
- ◆ Monitors, evaluates and interprets results.
- ◆ Bands and stains chromosomes on slides, dishes and cover slips.
- ◆ Performs microscopic analysis of chromosomes.
- ◆ Performs digital photography of cells.
- ◆ Performs computer-assisted karyotyping.
- ◆ Performs special staining (e.g., fluorescent in situ hybridization [FISH]).
- ◆ Harvests cells for extended chromosome studies.
- ◆ Performs molecular genetics testing.

### **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.

### **C. Clerical**

- ◆ Second check cases before sign-out.
- ◆ Reviews old cases prior to follow-up appointments.
- ◆ Performs computer work (e.g., data entry, back up).
- ◆ Faxes, scans and prints reports.

**D. Related Key Work Activities**

- ◆ **Researches new techniques/equipment.**
- ◆ **Prepares solutions.**
- ◆ **Prepares/packages samples for shipping to outside labs.**
- ◆ **Provides occasional guidance to the primary function of others, including training.**
- ◆ **Cleans, maintains, troubleshoots and calibrates equipment according to established standards.**
- ◆ **Provides input into capital equipment purchases.**
- ◆ **Disposes of biohazardous waste, as per department 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:*

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*SGEU:*

*SAHO:*

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*Date: February 14, 2018*