



# *Provincial Job Description*

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***TITLE:***  
**(218) Cytotechnologist I**

***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
  - ◆ 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.
- ◆ Responds appropriately to abnormal results.
- ◆ 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.
- ◆ 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.
- ◆ 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:***

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***SGEU:***

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***SEIU:***

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***SAHO:***

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***Date: February 12, 2025***