



Provincial Job Description

TITLE:

**(229) Cytotechnologist & Clinical
Instructor**

PAY BAND:

FOR FACILITY USE:

SUMMARY OF DUTIES:

Coordinates, organizes and instructs students in the Diagnostic Cytology program (didactic and clinical). Performs microscopic examination and diagnostic interpretation of gynecological and non-gynecological specimens to aid in the diagnosing of pre-cancerous, cancerous and infectious disease processes.

QUALIFICATIONS:

- ◆ Cytotechnology diploma
 - ◆ Certified by the Canadian Society for Medical Laboratory Science
 - ◆ Licensed and registered by the Saskatchewan Society of Medical Laboratory Technologists

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Analytical skills
- ◆ Ability to work independently
- ◆ Communication, organizational and interpersonal skills
- ◆ Ability to teach adults

EXPERIENCE:

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

KEY ACTIVITIES:

A. Student Instruction

- ◆ Maintains and updates the Diagnostic Cytology course curriculum according to the National Competency Based Objectives set out by the Canadian Society of Medical Laboratory Science.
- ◆ Prepares, types and delivers formal lectures in a classroom setting.
- ◆ Provides one-on-one microscope sessions.
- ◆ Post-screens student clinical work.
- ◆ Provides students with clinical demonstrations.
- ◆ Coordinates didactic lectures with Pathologists and other medical personnel.
- ◆ Prepares, types, delivers, updates and corrects exercises, assignments and examinations.
- ◆ Assesses student progress through log records (daily, weekly, monthly) and provides performance appraisals and performance reviews.
- ◆ Deals with student discipline issues.

B. Administrative

- ◆ Interviews, assesses and selects students for the program.
- ◆ Maintains work records for the program.
- ◆ Reviews program budget for each year.
- ◆ Prepares documentation for program accreditation by the Canadian Medical Association.
- ◆ Chairs and/or coordinates Educational Meetings and Liaison Committee meetings.
- ◆ Participates in career fairs and school presentations.
- ◆ Schedules student rotations for special procedures training.
- ◆ Mentors and guides students.
- ◆ Maintains personnel files for each student.
- ◆ Arranges Continuing Educational Activities for the Cytology Department.
- ◆ Re-educates Cytotechnologists in didactic and technical procedures, when required.

C. 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, correlates and evaluates validity of results.
- ◆ Responds appropriately to abnormal results.
- ◆ Performs specialized testing (e.g., fine needle aspiration and thin prep).

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 recognising equipment malfunctions.

E. Clerical

- ◆ Performs computer work (e.g., data entry, student curriculum).
- ◆ Provides reception/clerical duties (e.g., answer telephone, fax, photocopy).
- ◆ Prepares, communicates and files test results and reports.

F. Related Key Work Activities

- ◆ Performs preventative maintenance.
- ◆ Cleans instruments and work area.
- ◆ Provides orientation to staff.
- ◆ 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.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005