



Provincial Job Description

TITLE:
(512) Clinical Genetics Technologist II

PAY BAND:
19

FOR FACILITY USE:

SUMMARY OF DUTIES:

Performs laboratory duties associated with clinical genetics testing including molecular and chromosome studies. Coordinates/leads technical staff and work processes of the Clinical Genetics laboratory.

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

EXPERIENCE:

- ◆ **Previous: Twenty-four (24) months previous experience as a Clinical Genetics Technologist I to consolidate knowledge and skills.**

KEY ACTIVITIES:

A. 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.

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.
- ◆ Reviews and monitors Quality Assurance program.

C. Administration / Coordination

- ◆ Coordinates/directs technical staff and work processes of the Clinical Genetics laboratory.
- ◆ Schedules staff and checks payroll records.
- ◆ Provides functional advice/technical expertise and problem solving.
- ◆ Prioritizes workload and schedules workflow.
- ◆ Provides input into, develops and reviews policies and procedures.
- ◆ Researches, evaluates and purchases equipment.
- ◆ Acts as a liaison with other departments.
- ◆ Provides input into budget preparation and strategic planning.
- ◆ Manages the documentation of workload measurement statistics.
- ◆ Researches and reviews new versus existing methodology.
- ◆ Provides general instruction/training to students and staff.

D. Clerical

- ◆ **Second check cases before sign-out.**
- ◆ **Reviews old cases prior to follow-up appointments.**
- ◆ **Performs computer work (documentation, data entry, back-up).**
- ◆ **Provides reception/clerical duties.**
- ◆ **Prepares, communicates and files test results/reports.**
- ◆ **Prepares statistical reports.**
- ◆ **Maintains inventory and orders supplies.**
- ◆ **Investigates incident reports.**

E. Related Key Work Activities

- ◆ **Provides input into capital equipment purchases.**
- ◆ **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 biohazard 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:

SGEU:

SAHO:

Date: February 14, 2018