



Job Code: 2047

Grade: 20

HCWR: N

Job Title
Cytotechnologist II

Department
Pathology

Job Summary

Under the general direction of a Pathologist performs highly complex and specialized tasks related processing, maintaining and screening of cytologic smears for purposes of identifying malignant abnormal cells, fungi, parasites, viral changes, and hormonal changes. Prepares microscope slides from specimens of blood, scrapings or other bodily exudates and fixes and stains slides according to established procedures. Examines cell samples using cytomorphologic and quantitative methods. Works closely with Pathologists and other medical staff to discuss specific findings and review the operations of the laboratory. Assumes responsibility for one or more aspects of quality control, safety compliance, inventory and supplies, or related activities. May assist in coordinating the activities of other Cytotechnologist I and other laboratory staff, where applicable. Exercises a high degree of skill and independent judgement in responding to and accounting for all test results and laboratory findings, as well as maintaining all records, samples and related materials relative to tests and procedures being conducted. Assists Pathologist in research and other duties as required.

Typical Duties

- Under the general direction of a Pathologist, performs a variety of difficult and highly specialized procedures related to the sampling and examination of human cells for purposes of detecting and identifying abnormalities. Applies cytomorphologic and quantitative methods in order to recognize or establish the presence of a variety of possible malignancies, endocrinologic disorders and microbiologic elements. Correctly identifies fungi, parasites or viral cytopathic changes.
- Consults regularly with Pathologist to ensure that the cytologic preparation is acceptable and to proceed according to established procedures and or as directed; advises Pathologist where deviations or unusual findings occur and makes recommendations as to alternative methods or procedures to be followed; offers interpretations as required.
- Maintains accurate productivity files and records. With the Physician's approval may be authorized to release information. Participates in cytology check samples and other quality control exercises and may assume primary responsibility in connection therewith. -Reviews and records data for gynecologic and non-gynecologic cases as part of quality assurance program.
- Attends and participates in safety programs and other department seminars; assumes responsibility for maintaining safety and other standards within the laboratory and assisting with and preparing for inspections.
- Assists in research projects; assists Pathologists in connection with the above and in all other matters as required.
- Orders and maintains inventory and supplies for the section or laboratory.
- Operates PC or laboratory information systems and maintains accurate logs and records as required.



Minimum Qualifications

- Bachelors from an accredited college or university
- Must possess Certification as a Cytotechnologist (CT-ASCP) from the American Society of Clinical Pathologists.

Preferred Qualifications

- NA

Knowledge, Skills, Abilities and Other Characteristics

- Thorough knowledge of established laboratory procedures related to the sampling and examination of human cells for purposes of detecting and identifying abnormalities and applying cytomorphologic and quantitative methods in order to recognize a variety of possible malignancies, endocrinologic disorders and microbiologic elements.
- Thorough knowledge of the scientific concepts and principles and laboratory practices associated with carrying out the above and related procedures and maintaining an accurate and precise record of same.
- Skill in correctly identifying fungi, parasites, viral cytopathic changes and hormonal changes. Skill in all facets of preparing microscopic slides from specimens of blood, scrapings-or other. bodily exudates as necessary.
- Skill in preparing smears which meet the approval of the Pathologist.
- Skill in the use of PC or laboratory information systems to maintain. and retrieve patient records according to hospital and laboratory procedures and maintain patient confidentiality in compliance with HIPPA standards.
- Skill and proficiency in the execution of duties in accordance with assigned tasks as further outlined in the Department's internal policies and procedures and as established as acceptable standards of performance in collection with periodic employee evaluations. Ability and willingness to perform all duties associated with maintaining the effectiveness and productivity of the laboratory. Ability to perform any and all duties required of the Cytotechnologist I and assist or relieve other staff as necessary.
- Ability to consult and communicate effectively with senior staff and physicians regarding all aspects of tests and procedures conducted and findings derived therefrom. A thorough understanding of the technical vernacular and concepts necessary to engage in such discussions. Ability to understand and follow all directives and bring questions or irregularities to the attention of the supervisor or Physician.
- Ability to participate effectively in cytology check samples and other quality control exercises and offer observations or interpretations where applicable.
- Ability to review and records data for gynecologic and non-gynecologic cases as part of quality assurance program. Ability to maintain accurate productivity files and records.
- A willingness and ability to participates as necessary in safety programs and other department seminars; ability to follow and direct the_enforcement of safety and other standards within the laboratory.
- -Ability to perform. other administrative tasks as assigned, including ordering and maintaining of supplies.
- This position occasionally requires various types of physical exertion including, but not



Knowledge, Skills, Abilities and Other Characteristics

limited to climbing, lifting, pulling, pushing, prolonged standing, operating laboratory equipment and other devices, or moving moderate to heavy weight.

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.