



Career Service Authority

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Cytotechnologist

GENERAL STATEMENT OF CLASS DUTIES

Prepares, examines, and interprets body fluid specimens in a clinical laboratory detecting the presence/absence of precancerous or cancerous cells at a full performance level.

DISTINGUISHING CHARACTERISTICS

The Cytotechnologist is distinguished from the Special Procedures Technologist which performs angiographic and other interventional procedures, Computerized Tomography (CT) and Magnetic Resonance Imaging (MRI) procedures for diagnostic purposes, and assists physicians with performing various invasive procedures. This class is also distinguished from the Surgical Critical Care Specialist which assesses, plans, implements, and evaluates patient care in a critical care setting. In addition, the Cytotechnologist is distinguished from the Surgical Technologist which prepares operating room, maintains sterile surgical fields, and assists physicians in a variety of surgical procedures.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

-OR-

Contacts with people under stress or emergency conditions where an immediate service is rendered according to established procedures or instructions.

Level of Supervision Exercised:

None

ESSENTIAL DUTIES

Prepares Pap smear body fluids and fine-needle aspirations for cytological staining.

Classifies slides, records classification, and presents slides with unusual cell structures to pathologists for further examination.

Studies and interprets cytological smears and cell blocks for the presence of pathology or normality.

Reports and enter results of tests on computer.

Researches and reviews previously screened slides that are considered to be difficult cases.

Performs operator maintenance on microscopes and other laboratory equipment and maintains clean work area.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Customer Service - Works and communicates with clients and customers to satisfy their expectations. Committed to quality services.

Integrity/Honesty - Displays high standards of ethical conduct and understand the impact violating these standards on an organization, self, and others, choose an ethical course of action, are trustworthy.

Conscientiousness - Displays a high level of effort and commitment towards performing work, demonstrates responsible behavior.

Flexibility - Adapts quickly to changes.

Listening - Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

Self-Esteem - Believes in own self-worth, maintains positive view of self, and displays a professional image.

Speaking - Uses correct English grammar to organize and communicate ideas in words that are appropriate to listener and situation, uses body language appropriately.

Teamwork - Encourages and facilitates cooperation, pride, trust, and group identity, foster commitment and team spirit, works with others to achieve goals and objectives.

Memory - Recalls information that has been presented previously.

Reading - Learns from written material by determining the main idea or essential message. Recognizes correct English grammar, punctuation, and spelling.

Writing - Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

Physical Demands (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Eye/hand/foot coordination: performing work through using two or more.
Fingering: picking, pinching, or otherwise working with fingers.
Handling: seizing, holding, grasping, or otherwise working with hands.
Hearing: perceiving the nature of sounds by the ear.
Reaching: extending the hand(s) and arm(s) in any direction.
Repetitive motions: Making frequent movements with a part of the body.
Sitting: remaining in the normal seated position.
Talking: expressing or exchanging ideas by means of spoken words.

Working Environment:

Noise: sufficient noise to cause distraction or possible hearing loss.
Hazards: conditions where there is danger to life, body, and/or health
Exposed to hazardous anesthetic agents, body fluids and wastes.
Exposed to hazards of handling diseased organs and tissues
Exposed to infection from disease-bearing specimens
Exposed to infections and contagious disease.
Exposed to odorous chemicals and specimens
Exposed to risk of blood borne diseases.
Exposure to toxic chemicals.
Occasional exposure to unpleasant patient or unit elements Occasional pressure due to multiple calls and inquiries
Occasionally exposed to radiation hazards
Requires judgment/action which could result in death of patient

Education Requirement:

Requires a two year degree (60 semester hours) with 14 semester hours of biological science and completion of a 12 month Committee on Allied Health Education accredited Cytotechnology program.

OR

Bachelors degree with 21 semester hours of biological science, 8 semester hours of chemistry, and 3 semester hours of mathematics and successful completion of a 12 month Committee on Allied Health Education (CAHE) accredited Cytotechnoloty program.

Experience Requirement:

None

Education/Experience Equivalency:

None

Licensure and/or Certification:

Certification as a cytotechnologist by the American Society of Clinical Pathologists by completion of the probationary period. Must meet CLIA requirements for specific job duties at time of application.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/95

ESTABLISHED BY: Jean Canfield

REVISED DATE: 11/29/09

REVISED BY: Hameed Pousti

CLASS HISTORY 09-95 - The class was originally created.
11/29/09 - The spec was updated, Competencies were added, and the spec was placed in to new format.