

UW HEALTH JOB DESCRIPTION

CYTOTECHNOLOGIST

Job Code: 530005	FLSA Status: Non-Exempt	Mgt. Approval: M Marggi	Date: June 2022
Department: Laboratory Services		HR Approval: A Phelps Revolinski	Date: June 2022

JOB SUMMARY

UW Health Clinical Laboratory is a comprehensive provider of laboratory testing, expert medical interpretation of specimens and innovation in laboratory technology. The laboratory plays an essential role in the quality and safety of patient care by providing accurate diagnostic and treatment information to caregivers and patients. The laboratory is classified by the federal government as a complex testing laboratory.

Individuals in this position perform basic and increasingly complex diagnostic testing and additional activities necessary to provide laboratory testing services. A high degree of accuracy and reliability is required to ensure results that can assist in the timely diagnosis and treatment of patients. The Cytotechnologist performs microscopic screening of gynecologic, non-gynecologic, and Fine Needle Aspirate (FNA) slide preparations, for the detection of precancerous and cancerous conditions.

The incumbent provides assistance and adequacy assessment on the majority of Fine Needle Aspirate procedures. The incumbent must have knowledge of the field of cytology and be able to perform cytopreparatory procedures. The person in this position must meet Clinical Laboratory Improvement Amendments personnel standards for the specialty of Cytopathology. The manager reviews the work to determine the completeness or accuracy and adherence to clinical protocol and procedures. Independent decision-making occurs in day to day operation. The incumbent interacts internally with staff pathologists and other technologists on a daily basis. External contacts occur frequently with staff physicians and referring facilities, especially on the Fine Needle Aspirate service.

The individuals in this position must successfully demonstrate their ability to take on additional responsibilities such as teaching/training and/or method/system duties as assigned. Responsibilities include writing procedure manuals, reviewing quality control results, maintaining inventory, troubleshooting, training new employees, etc. Contact with vendors and service representatives are necessary. Teaching/training duties include instruction of pathology residents, cytotechnology students, employees, and other medical staff or students.

Problems encountered are of a moderate level of difficulty. A moderate degree of independent thinking is required to handle unanticipated laboratory situations. Unique issues or difficult problems are referred to a manager/supervisor or a higher-level technologist. Individuals are under general supervision.

Organizational skill is required to plan and coordinate workflow to meet patient care requirements and provide for satisfactory turnaround time of tests. Working knowledge of computers is required to accession specimens and report results into the Anatomic Pathology information system.

MAJOR RESPONSIBILITIES

A. Microscopic screening of ThinPrep® Pap Tests, conventional Pap smears, and body fluids

1. Make independent diagnostic evaluations during microscopic screening of gynecological and non-gynecological smears and cell blocks
2. Prepare a concise report of each sample, describing microscopic findings and conclusions in accepted terminology
3. Determine adequacy and quality of samples submitted for evaluation
4. Responsible for rendering and reporting out final interpretations on negative gynecologic specimens
5. Rescreen designated quality control and high-risk specimens in accordance with regulatory requirements and established laboratory procedure. This requires a minimum of three years' experience in gynecologic cytology, and authorization by the cytopathology faculty director and manager/supervisor
6. Accurately record workload information for subsequent analysis by the manager/supervisor

B. Fine Needle Aspiration (FNA) Service

1. Routinely stocks supplies in all Fine Needle Aspirate service areas
2. Assists at Fine Needle Aspirate's by reviewing patient clinical history, completing requisition form, preparing and staining slides
3. Provides microscopic adequacy assessment to physicians and provides assistance to the cytopathologist in determining preliminary diagnosis
4. Advise medical staff in appropriate specimen triage and collection procedures, as needed
5. Participates in "Fine Needle Aspirate team" to develop and update procedures for continued improvement of the Fine Needle Aspirate service.

C. Assist in the collection of quality assurance data

1. Retrieve all appropriate quality control data from the laboratory information system
2. Assist in the collection and evaluation of quality control data on a daily, weekly, and monthly basis

D. Inventory Control and Supply Ordering

1. Establish and maintain an inventory and ordering system for all supplies
2. Utilize principles of asset management in maintaining supplies

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E. Cytopreparation Duties

1. Receive and accession cytology specimens
2. Process Gynecological specimens according to established protocols
3. Select appropriate preparation procedures for body fluids
4. Stain and prepare slides for microscopic evaluation
5. Maintain instruments and perform quality control procedures
6. Prepare and maintain processing reagents and stains
7. Prepare and perform initial evaluation on Toluidine Blue stained wet film slides on body fluids for high risk staining assessment
8. Prepare cell blocks from non-gynecologic material per procedure protocols

F. Other duties as requested

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	<ul style="list-style-type: none"> • Bachelor's degree in medical technology, clinical laboratory science, chemical, physical, biological sciences, or a related field. • Completion of an accredited cytotechnology program.
	Preferred	Bachelor's degree in cytotechnology
Work Experience	Minimum	
	Preferred	One (1) year experience as a cytotechnologist
Licenses & Certifications	Minimum	Cytotechnologist (ASCP) certified within six (6) months of hire.
	Preferred	Specialist in Cytotechnology (ASCP) certified
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Demonstrated communication and problem-solving skills • Demonstrated team, customer service, and interpersonal skills • Demonstrated analytic skills in cytologic diagnosis, specimen analysis, and testing procedures • Demonstrated organizational and multi-tasking skills • Demonstrated ability to work independently and relieve physicians of routine work leading to the interpretation of laboratory findings • Knowledge of The Joint Commission, College of American Pathologists and Clinical Laboratory Improvement Amendments regulations related to work area • Knowledge of quality control and quality assurance principles and tools • Knowledge of adult training methods and teaching skills

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input checked="" type="checkbox"/>	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
<input checked="" type="checkbox"/>	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
<input checked="" type="checkbox"/>	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
<input checked="" type="checkbox"/>	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible

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	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
X	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.