

## CYTOTECHNOLOGIST SUPERVISOR

**Nature of Work:** Serves as general supervisor of a cytology laboratory. Is responsible for the day-to-day supervision or oversight of laboratory operation and personnel performing testing and reporting test results. In addition to working at the full-performance level by screening and evaluating PAP smears for detection of cancer and other related pathological entities, the general supervisor is responsible for developing and maintaining a quality control and quality assurance program; documenting all such procedures and the total number of slides he or she and other staff members examined or reviewed in the laboratory for each 24-hour period and the number of hours spent by each examining slides in each 24-hour period. Reviews the work of lower level Cytotechnologists and coordinates all section operations and patient report activities with the technical supervisor who is a pathologist.

**Distinguishing Characteristics:** Differs from the Cytotechnologist by the responsibility for direct supervision of lower level laboratory employees under the general direction of the laboratory director or associate director and by the degree of responsibility for ensuring Cytotechnologist competency and the accuracy of laboratory test results.

**Examples of Work**

Reviews work of lower level Cytotechnologists by rescreening patient specimens and using other appropriate methods.

Documents the total number of slides examined by each Cytotechnologist for each 24-hour period.

Prepares reports of abnormal patient test results and forwards such reports to the state Cancer Registry.

Examines specimens and diagnoses the nature and extent of disease or cellular changes.

Evaluates and approves any changes in test procedure or methodology.

Participates in and/or conducts continuing education programs.

Provides consultative services to professionals who use the services of the laboratory.

Reviews all section activities, policies, quality control and quality assurance activities with the pathologist serving as technical supervisor.

Interviews and recommends applicants for appointment and performs other supervisory tasks such as training employees, evaluation of performance and counseling employees, when necessary.

CYTOTECHNOLOGIST SUPERVISOR (CONT'D)

Knowledge, Skills and Abilities

- Knowledge of diagnostic cytology and cytopathology laboratory techniques.
- Knowledge of quality assurance practices and procedures.
- Knowledge of CLIA '88 requirements for cytology services.
- Ability to plan, organize and evaluate the work of others.
- Ability to coordinate work of the unit with other Laboratory components.
- Ability to direct internal quality control programs for licensure requirements.
- Ability to comprehend and execute oral and written directions, formulae and charts.
- Ability to communicate effectively both orally and in writing.

Minimum Qualifications

Training: Graduation from an accredited four-year college or university with a major in physical or natural sciences and a minimum of eighteen (18) semester (27 quarter hours) in biological sciences.

Substitution: Full-time or equivalent part-time paid experience as described below may substitute for the required training on a year-for-year basis.

Experience: Three years of full-time or equivalent part-time paid experience as a Cytotechnologist within the preceding ten (10) years.

Special Requirement: Current certification as a Cytotechnologist by the American Society of Clinical Pathologists.

Established: 6/14/95

Effective: 7/1/95