

## CYTOTECHNOLOGIST

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent examines cytopathology samples for the purpose of detecting abnormalities that might indicate the presence of disease or infection. An incumbent will also prepare slides and stains, maintain equipment and records, perform quality assurance activities related to procedures, and provide guidance and leadership in area of cytology. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Examines cytopathology samples to determine if the sample is negative, abnormal or questionable, and marks potentially abnormal cells and selects representative slides;

Prepares material for cytological study using a variety of preparation techniques such as fixing, dehydrating, staining, counterstaining, and coverslipping;

Identifies unusual results, discrepancies or conditions which cause erroneous results, such as instrument failure, stain failure, misidentification, and takes appropriate action to make corrections and solve problems;

Sets up apparatus and equipment required for various procedures and maintains equipment and instruments;

Assists in fine needle aspiration and makes recommendations as to technique and adequacy of sample;

Accurately records patient data and results, composes diagnostic reports and enters confirmed diagnoses into automated system;

Issues the final report for certain specimens that are normal;

Complies with all workload requirements and maintains all required workload data and records;

Follows established quality control procedures to ensure test results are performed within established guidelines;

Acts as a mentor to new technologists;

May work with pathologist to arrive at a final diagnosis when abnormal cells are present;

Uses computer applications or other automated systems, such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e., incidental vs. extensive);

May perform other incidental tasks, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of cytotechnology concepts, principles, practices, and methodologies, including the use of statistics and quality assurance sufficient to perform a broad range of standardized tests and complex analyses of non-routine tests; good knowledge of body systems sufficient to allow evaluation of specimens obtained by a variety of techniques to include fine needle aspiration of major organ systems and subcutaneous masses; good knowledge of federal and state laws and regulations, reference standards, medicolegal responsibilities, and certifying and accrediting agency requirements related to practice of cytotechnology to ensure that work is consistent with and meets all standards; good knowledge of the operation and care of specialized laboratory equipment in cytology laboratory; ability to interpret the various clinical presentations of disease and apply such knowledge in conjunction with the microscopic findings to effect an appropriate and accurate final diagnosis; ability to provide technical instructions on problems related to cytological techniques; ability to communicate; effectively with fellow employees and patients; ability to maintain complete and accurate records.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Must possess a license and current registration as a Cytotechnologist by the New York State Education Department. A holder of a limited permit as a Cytotechnologist may be appointed on a temporary basis.

SPECIAL REQUIREMENT: At time of appointment and throughout employment in this title, an incumbent must maintain State of New York Department of Health Cytotechnologist Registration and comply with all cytotechnology workload regulations.