



If interested:

EMAIL.HRRECRUITER@AURORADX.COM

Job Description

Job Title: Cytotechnologist
Reports To: Cytology Supervisor
Supervises: N/A
Department: Cytology
FLSA Status: Non-exempt
Job #:

Job Summary:

Responsible for staining, mounting and studying cells of the human body, under a microscope, to detect evidence of cancer, hormonal abnormalities, and other pathological conditions, following established standards and practices.

Essential Key Responsibilities:

- Maintains effective laboratory operations by adhering to standards of specimen collection, preparation, or laboratory safety.
- Documents specimens by verifying patient and specimen identification.
- Prepares microscopic slides from specimens of human cells.
- Mounts, stains, and examines smears under a microscope to evaluate specimen quality and recommends acceptance or rejection to Pathologist.
- Examines cell samples under the microscope to detect abnormalities in the color, shape, or size of cellular components and patterns.
- Classifies and distinguishes abnormal cell structures and reports abnormalities to Pathologists for further examination.
- Provides patient clinical data or microscopic findings to assist Pathologists in the preparation of pathology reports.
- Maintains roster of patients requiring follow-up analysis and advises Pathology of cell changes in subsequent specimen analysis.
- Prepares and analyzes samples, such as Papanicolaou (PAP) smear, body fluids, and fine needle aspirations (FNAs), to detect abnormal conditions.
- Enters data from analysis of medical tests and clinical results into the information system for storage.
- Utilizes centrifuge to separate cells and sediment from blood serum.

- Operates, calibrates and maintains equipment used in quantitative and qualitative analysis, such as spectrophotometers, calorimeters, flame photometers, and computer-controlled analyzers.
- Establishes and monitors quality assurance programs and activities to ensure the accuracy of laboratory results.
- Performs quality control checks of instruments, solutions, and test results against established standards.
- Adjusts, maintains, or repairs laboratory equipment such as microscopes.
- May train, supervise, and coordinate activities of cytology personnel.
- Maintains strictest confidentiality.
- Complies with all State, Federal, professional regulations as well as company and departmental rules, policies, and procedural manuals.
- Adherence to CAP, CLIA, State Regulations, HIPAA, Safety and OSHA Regulations.
- Performs other duties as assigned.

Education/Licensure/Certification:

- Bachelor's Degree in the field of Laboratory Science or equivalent under the 1988 Clinical Laboratory Improvement Amendments (CLIA) guidelines of high complexity testing.
- State licensure, if applicable.
- Board of Certification (BOC) by the American Society of Clinical Pathologists (ASCP).

Experience:

- Completion of a Cytotechnologist program accredited by the Commission on Accreditation of Allied Health Education Programs.

Requirements:

- Successful completion of an Online Medical Terminology Program upon commencement of employment.
- Successful completion of a pre-employment proficiency screening exam and visual color discrimination test.
- Successful completion of annual continuing education units per state licensure and/or ASCP guidelines.

Equipment:

- Computers, computer programs, information system(s), scanners, centrifuges, microscopes, distilled water units, laboratory refrigerators/freezers, analyzers, pap slide imager, liquid base pap smear, autoclaves/sterilizers, and protective personal equipment.

Knowledge/Skills/Abilities:

- Knowledge of CLIA regulations regarding proficiency testing, quality assurance and quality control.
- Knowledge of laboratory policies and procedures, equipment, and testing to monitor control checks.
- Knowledge of medical terminology to perform cell structure laboratory tests and to communicate with the staff regarding cytotechnology testing.
- Knowledge of English grammar, spelling, and punctuation.
- Skill in using computer programs and applications.
- Skill in performing a full range of laboratory tests and operating a variety of laboratory instrumentation and equipment.
- Ability to listen, read, understand, and follow oral, and written instruction.
- Ability to communicate clearly and concisely.
- Ability to establish and maintain positive relationships with employees, physicians, vendors, clients, and external agencies.

Environmental Working Conditions:

- Laboratory Setting; exposure to communicable diseases, toxic substances, blood borne pathogens, and chemical hazards.

Physical Requirements:

- Physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is occasionally required to stand; walk; sit; use hands to finger; handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to focus. Requires visual acuity and normal color perception.

HIPAA/PHI Security Level: HIGH (Low, Medium, or High)

Indicate the security access level of Protected Health Information (PHI) as necessary to perform essential key responsibilities of the position (access, utilize, disclose, store, and/ or dispose of PHI).

1. Low –information access is of general nature representing summary type data rather than specific identifiable demographic or sensitive data.
2. Medium – information access is specific to an individual’s demographics and service information (type of service, services received, dates of service, and provider of service).
3. High – information access is detailed and sensitive to an individual’s demographics, service information, and personal medical history (past/present medical conditions, specifics of medical diagnosis or tests, treatment plans, and family history).

All job requirements listed indicate the minimum level of education, knowledge, skills and/or experience necessary to proficiently perform the job. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees will be required to perform any other job-related duties assigned by their supervisor, subject to reasonable accommodations.