# ISSUED July, 1992

# REVISED December, 2005

# SUPERSEDES Cytotechnologist (PK5105)

# TITLE Cytotechnologist CLASSIFICATION GRADE 07

# SPECIALTY GRADE 68

## BASIC FUNCTION AND RESPONSIBILITY

Perform a variety of laboratory procedures, involving numerous steps and techniques that require the use of professional judgment. Duties involved are in recognition, identification and interpretation of detailed morphologic features of normal and atypical cells from various body sites.

## CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Perform thorough and accurate microscopic examination and compare cytologic findings with recognized cytomorphologic criteria and correlate with clinical data of patient, using knowledge of normal cellular patterns, presence of microorganisms, inflammatory reactions, endocrinopathies, benign atypias, premalignant changes, benign and malignant neoplasms, cellular response to therapeutic agents, etc., to make a cytologic interpretation.

Report negative gynecologic (gyn.) specimens and follow all quality control guidelines.

Make preliminary cytologic interpretations on abnormal gyn. specimens, and submit these and all non-gyn. specimens to the pathologist for final interpretation.

Maintain quality control of proper laboratory and quality assurance procedures required by federal regulations, including correlation of cytology and surgical specimens, recording of daily workload performance and documentation of monthly individual performance evaluations compared to aggregate laboratory performance statistics.

Verify identification of various biological specimens (including determination of adequacy/quality of specimens) utilizing knowledge of technical limitations and proper procedures. These specimens include brushings, washings, aspirates and scrapings from all biological sites.

Assist with fine needle aspiration procedures.

Participate in in-service and continuing education programs.

Follow university, hospital, and departmental policies and procedures.

Maintain effective working relationships with faculty, staff, students and the public.

*In addition to the duties and responsibilities noted above, the position description must include statements from*[*UI Health Care Core Values (WECARE)*](https://uihc.org/mission-vision-and-core-values)*for Health Care positions or*[*Universal Competencies*](https://hr.uiowa.edu/careers/competencies/universal-competencies)*for all other positions.*

#### SUPERVISION RECEIVED

Supervision is received from a Chief Cytotechnoiogist or other designated official.

SUPERVISION EXERCISED

Functional supervision is exercised over support staff and students.

## QUALIFICATIONS

A Bachelor's degree in related field and completion of an accredited Cytotechnology program is required.

Eligibility for certification or registered as Cytotechnologist by the American Society of Clinical Pathologists or International Association of Cytology is required.

Excellent written and verbal communication skills are required.