# ISSUED January, 2003

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# SUPERSEDES

# TITLE Cytogenetic Laboratory Specialist I CLASSIFICATION GRADE 05

#  SPECIALTY GRADE 31

## BASIC FUNCTION AND RESPONSIBILITY

Perform cytogenetic and molecular genetic studies from biological specimens for the diagnosis, prevention or treatment of certain disorders under supervision.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Process specimens for cytogenetic, FISH or molecular analysis according to established protocols under the supervision of the section supervisor.

Accurately identify G-banded chromosomes and simple abnormalities (Chromosome section) or understand the use of standard FISH probe strategies (FISH section) or perform preliminary review of microarray or sequence data under supervision of the section supervisor (Molecular section).

Correctly use ISCN or HGVS nomenclature.

Correctly write up normal and simple abnormal cases using established report templates.

Maintain accurate records of all lab results, procedures and quality control metrics.

Perform additional tasks as may be assigned by the section supervisor such as routine equipment maintenance, inventory and ordering of reagents.

Communicate any problems with equipment or specimen processing with the section supervisor or lab director.

Comply with appropriate health and safety regulations and work rules.

Attends and participates in laboratory staff meeting and continuing education programs.

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 Director, Supervisor or other designated official.

### SUPERVISION EXERCISED

## Functional supervision may be exercised over support staff.

## QUALIFICATIONS

A Bachelor’s degree in Biological Sciences, Medical Technology, Clinical Laboratory Sciences, a related scientific discipline, or an equivalent combination of education and experience is required.

Certification in Cytogenetics or Molecular biology by the American Society for Clinical Pathology (ASCP) or National Credentialing Agency (NCA) is required.

Must be able to function at the required capacity to meet caseload and turnaround times, including the ability to set priorities and to optimize the best use of time.

Demonstrated analytical skills with the ability to distinguish fine detail are required.

Excellent written and verbal communication skills are required.

Demonstrated experience in tissue culture techniques for human and other mammalian cells is desirable.

Demonstrated technical skills in cytogenetic molecular biology as well as preparing slides from tissue for examination are desirable.

Familiarity with handling and operating digital imaging systems with various software and programs is desirable.

Familiarity with techniques in FISH and CMA is desirable.