**UW Medicine - Pathology**

400-09-01-02

Clinical Cytogenetics Technologist Supervisor Policy

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| Adopted Date: 09/1991  Review Date: 09/2005  Revision Date: 05/03/11 |

PURPOSE

To define the role of the supervisor in the Cytogenetics laboratory.

POLICY

### Clinical Cytogenetic Technologist Supervisor

Higher Education Personnel Board

Specification for Class Class Code: 6452

Clinical Cytogenetic Technologist Supervisor

**Basic Function**

Supervise Clinical Cytogenetic Technologists and other assigned staff; maintain quality control and assurance; review and make determination concerning chromosomal variants and other unusual circumstances.

**Distinguishing Characteristics**

With delegated authority, interview and recommend selection of applicants, conduct training, assign and schedule work, act upon leave requests, conduct annual performance evaluations and recommend disciplinary action.

**Typical Work**

Direct and coordinate all activities within the Cytogenetics Laboratory;

Maintain quality control within the laboratory;

Review and make determination regarding chromosomal variants and other anomalies;

Coordinate program for instruction of residents, fellows and students;

Oversee record-keeping and data collection activities; keep abreast of published literature pertaining to the Cytogenetics field; prepare case reports for presentation at national and local meetings;

Oversee the maintenance of laboratory equipment;

Perform the duties of Clinical Cytogenetics Technologists;

Perform related duties as required.

**Minimum Qualifications**

A Bachelor's Degree with a minimum of fifteen credit hours in a biological or physical science AND certification as a Clinical Laboratory Supervisor by the National Certification Agency for Medical Laboratory Personnel AND three years of work experience in Cytogenetics, which must include experience with prenatal diagnosis, peripheral leukocyte preparation, bone marrow preparation and tissue culture. Four additional years of Cytogenetics work experience may substitute for the educational requirement.

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

New Class: 11-19-81

Revise Class: 4-21-86

Revise Class: 3-21-88

Revise MQ: 7-2-90

### Internal Job Description

**Supervisor, Cytogenetics--Anatomic Pathology**

1. Coordinate work of staff, residents, fellows and students
   * Delegate responsibilities
   * Coordinate programs for instruction to residents, fellows and students
   * Train and teach new personnel
   * Interview new applicants
   * Assign and schedule work
2. Oversee work flow throughout the laboratory

* Monitor turn-around time of test results
* Prioritize tasks according to urgency
* Maintain quality control within the laboratory
* Prepare quarterly quality assurance report
* Revise the proficiency tests before mailing them

1. Technical Cytogenetics skills

* Revise and write new procedures for the laboratory manual
* Review and make determination regarding chromosomal variants and other anomalies
* Together with the Cytogenetics faculty, keep abreast of published literature pertaining to the Cytogenetics field.
* Attend Cytogenetics meetings and educational programs and inform the group about new developments in the field.
* Schedule lab meetings and journal clubs
* Assist in training new employees

1. Monitor quality control

* Oversee record keeping of laboratory results
* Oversee record keeping of laboratory equipment
* Oversee proper use and maintenance of laboratory equipment
* Oversee the implementation of safety procedures

1. Administrative skills

* Work in the preparation of the operating budget
* Prepare the capital equipment budget
* Be informed of the monthly workload recording
* Organize laboratory and journal club meetings

1. Ethics

* Maintain confidentiality of patient information, including final diagnosis
* Answer doctors' phone calls about test results
* Conduct annual performance evaluations
* Recommend disciplinary actions whenever necessary

1. Contribute to a pleasant working atmosphere

Written By: Director Approval:

(Signature and Date) (Signature and Date)

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Cytogenetics Supervisor