**UW Medicine - Pathology**

400-09-01-03

Clinical Cytogenetics Technologist Specialist Policy

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

PURPOSE

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

POLICY

### Clinical Cytogenetic Technologist Specialist

Higher Education Personnel Board

Specification for Class Class Code: 6453

Clinical Cytogenetic Technologist Specialist

**Basic Function**

To act as the "go to" resource for specialty area and to instruct staff, residents, fellows, and students in procedures.

**Distinguishing Characteristics**

Under general direction and evaluate new cytogenetics procedures for implementation in the laboratory; instruct others as appropriate.

**Typical Work**

Instruct residents, fellows, and students in cytogenetic techniques, history and clinical relevance of the techniques, and the genetic and chemical basis for laboratory procedures and policies; assist in training Cytogenetic Technologists;

Evaluate new cytogenetic techniques; introduce and implement appropriate techniques into the routine service of the laboratory;

Consult literature and attend seminars and conferences pertaining to new applications of Cytogenetics; develop and apply new procedures in these areas;

Prepare progress reports concerning studies and write reports, including assembling, organizing, and interpreting data;

Perform the work of Clinical Cytogenetic Technologists;

Perform related duties as required.

**Minimum Qualifications**

A Bachelor's Degree with at least ten credit hours in genetics and fifteen credit hours in a biological science AND certification as a Clinical Laboratory Specialist in Cytogenetics by the National Certification Agency for Medical Laboratory Personnel AND two years of experience as a Clinical Cytogenetic Technologist or equivalent. Four additional years of related 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: 4-21-86

Revise Class: 3-21-88

Revise MQ: 7-2-90

### Internal Job Description

**Clinical Cytogenetic Technologist, Specialist--Anatomic Pathology**

1. Training skills

 Instruct residents, fellows and students in cytogenetic procedures

 Teach tissue culture techniques to new technologists, residents, fellows and students

 Train personnel above in recognition and manipulation of chorionic villus tissues

 Train personnel from other clinical laboratories in the recognition and manipulation of chorionic villus tissues used in clinical genetics for diagnosis of molecular and biochemical disorders

 Teach harvesting and staining techniques and chromosome recognition to new personnel

1. Development and evaluation of new technology to be introduced and implemented as routine service in the laboratory

 Consult literature

 Attend seminars and conferences, including lab meetings and journal clubs

 Develop and apply new procedures in these areas

 Coordinate with physicians and counselors about the best way to process specimens to be handled in the laboratory

 Advise physicians about the adequate amount of material needed to process the specimens

1. Technical cytogenetic skills

 Revise and write new protocols to be introduced into the routine of the laboratory after having been tested in several trial specimens

 Master sterile techniques

 Culture cells for cytogenetic studies on cells to be forwarded to other laboratories or institutions for special biochemical or molecular studies.

 Harvest cultures from cells to be used for cytogenetic analysis

 Prepare and stain slides to be used for cytogenetic analysis using different staining techniques

 Karyotype metaphases under the microscope, on photographs or by using an imaging system

 Complete case report to be presented to the faculty in charge of signing out the case, using the International System for Cytogenetic Nomenclature

1. Quality control

 Keep record of results of cases

 Keep performance records of equipment used

 Properly use and maintain laboratory equipment

 Implement laboratory safety procedures

 Assist the supervisor in preparing for CAP and PacNorGG's inspections

1. Administrative tasks

 Advise the supervisor about quantity and quality of chemicals, materials, plastic ware and equipment needed to process the specimens

 Advise supervisor about ways to batch specimen manipulation whenever possible

 Participate in planning for future developments in the laboratory, including staffing needs, work space, equipment needs, workload

1. Ethics

 Maintain confidentiality of patient information, including final diagnosis

 Answer phone calls to physicians or other lab personnel about procedures for collecting and handling specimens

1. Contribute to a pleasant working atmosphere

Written By: Director Approval:

(Signature and Date) (Signature and Date)

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 Cytogenetics Supervisor