**UW Medicine - Pathology**

400-09-01-04

Clinical Cytogenetics Technologist Policy

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| Adopted Date: 09/1991  Review Date: 09/2005  Revision Date: 05/03/07 |

PURPOSE

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

POLICY

### Clinical Cytogenetic Technologist

Higher Education Personnel Board

Specification for Class Class Code: 6451

Clinical Cytogenetic Technologist

**Basic Function**

Establish cultures from peripheral blood, bone marrow, amniotic fluid, and tissue biopsies, prepare stain and analyze chromosomes, and present recommended diagnosis to the attending physician for confirmation.

**Distinguishing Characteristics**

Under general supervision, perform cytogenetic laboratory procedures, which lead to the formation of an accurate diagnostic report using the International System for Cytogenetic Nomenclature.

**Typical Work**

Summarize test results using correct International System for Cytogenetic Nomenclature;

Participate in the orientation and training of new laboratory staff and/or students in laboratory procedures;

Explain procedures for collecting and processing specimens to physicians, technologists, researchers or clerical staff;

Investigate problems with procedures and equipment; evaluate and troubleshoot problems of temperature, humidity, culturing or other factors affecting chromosome quality;

Participate in planning for future developments in the laboratory including changes in workload, staffing needs, workspace needs, equipment or available tests;

Review and present to peers current procedural information and advances in technology;

May act as a charge technologist for maintaining the work area including monitoring quality control records, performing preventive maintenance of equipment, maintaining supplies and reagents, cleaning hoods, incubators, etc.;

May perform method development and other research activities under the direction of the Lab Director or Supervisor;

May assist in evaluating new staff;

Perform related duties as required.

**Minimum Qualifications**

A Bachelor's Degree with at least fifteen credit hours in a biological or physical science AND certification or eligibility for certification as a Clinical Laboratory Scientist in Cytogenetics by the National Certification Agency for Medical Laboratory Personnel AND two years of progressively responsible work experience in a Cytogenetics laboratory. 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: 11-19-81

Revise Class: 4-21-86

Revise Class/Code: 3-21-88

Revise MQ: 7-2-90

### Internal Job Description

**Clinical Cytogenetic Technologist--Anatomic Pathology**

1. Training skills

Participate in the orientation and training of new technologists, residents, fellows and students in laboratory procedures

Explain to physicians, technologists, researchers or clerical staff the procedures for collecting and processing specimens

Review and present to peers current procedures and advances in technology

1. Evaluation of technologies and materials in use in the laboratory

Troubleshoot problems developed throughout the processing of cases in the lab

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

Advise physicians, technologists, researchers or clerical staff about proper procedures and containers for sample collection and transport

Suggest new ideas for improvements in technical and organizational methods and be able to implement testing of new methods, as directed

1. Technical Cytogenetics skills

Master sterile techniques

Culture cells from different human tissues

Harvest cultures from cells to be used for cytogenetic analysis

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

Analyze 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

Maintains accuracy in all phases of case workup

1. Quality control

Label each case accurately

Keep accurate records of results of cases done

Keep performance records of equipment used

Proper use and maintenance of laboratory equipment

Implement laboratory safety procedures

Assist the supervisor in preparing for CAP and PacNoRGG inspections

Maintain and contribute to a safe working environment

Attend lab meetings and journal clubs

1. Administrative tasks

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

Advise supervisor about ways to batch specimen manipulation whenever possible. Contribute to efficiency of the laboratory

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