

# **NATIONAL LABORATORY SERVICES JOB DESCRIPTION**

**POST : CYTOPREP TECHNICIAN**

**GRADE : TSS/HS (4OR 5)**

**MINISTRY OF HEALTH**

**NATIONAL PUBLIC HEALTH LABORATORY**

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## **SCOPE OF POSITION**

Under the technical directive of the Section Supervisor of the Cytology department, performs routine Cyto-preparatory duties.

## **DESCRIPTION OF DUTIES AND RESPONSIBILITIES**

1. Receive and date samples.
2. Open packages, sort and match samples with requisition forms.
3. Label slides and requisition forms with cytology accessioning numbers.
4. Stain smears and check quality of stains.
5. Mount cover slips on slides in numerical sequence.
6. Place appropriate requisition forms on trays with slides, in numerical order for screening.
7. Retrieve slides from archive for review by Cytologist and Pathologist as requested.
8. File slides for archiving in numerical order.
9. As designated by the section Supervisor or other Senior Staff, demonstrate work routine to new Laboratory Assistant or Technical aides.
10. Performs other related duties as requested.

## **MINIMUM REQUIREMENTS**

- Ability to communicate effectively in oral and written English.
- 4 Subjects in CXC or GCE including English Language, Biology and any other subjects.