JOB TITLE: Histology Technologists (HTL)
REPORTS TO: Laboratory Services Manager
FLSA STATUS: Non-Exempt

JOB OVERVIEW: This position is responsible for all phases of pathology specimen handling and slide preparation, including quality control and assurance, instrument maintenance and technical problem resolution. Responsibilities include providing optimal specimen processing with positive outcomes while observing cost containment, privacy and safety issues.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

1. Routine and specialized histology/cytology slide prep and staining procedures. May include pick-up, accessioning, labeling, processing, embedding, block cutting, staining and cover slipping and prep for delivery of specimens.
2. Equipment troubleshooting, preventative maintenance and repair facilitation. Stain troubleshooting, temperature monitoring and reagent changes. Inventory and ordering of supplies.
3. Maintenance of legible and complete logs and records, facilitation of policy additions and revisions as needed including MSDS updates and safety issue recognition and follow-up.
4. Maintains working knowledge of hazardous materials in the workplace (including patient bodily fluids and specimens as well as chemicals). Is familiar with location and use of MSDS and is proactive in preventing personal, patient and staff exposure to hazardous materials.
5. Participates in safety and quality assessment and performance improvement programs, notifies manager of safety issues promptly.
6. Responsible for seeking educational opportunities related to position and maintain current knowledge of laboratory and histology procedures. Participates in appropriate in-services and staff meetings.
7. Uses excellent customer service skills in communications with pathologist(s) and provides them with appropriately prepared specimens, in accordance with their requests.
8. Cleans, disinfects, maintains and troubleshoots all lab equipment and instruments. Maintains working knowledge of, and abides by, policies and procedures.
9. Ensures specimen blocks/or slides are appropriately filed.
10. Maintains work area in neat and orderly manner. Responsible for securing lab area.
11. Completes assigned workload within prescribed time limit and works efficiently under pressure and without supervision.
12. Maintains ability to analyze, evaluate and solve specimen processing related problems.
13. Responsible for ensuring patient data is appropriately logged and billing processes are followed.

ADDITIONAL RESPONSIBILITIES:

1. Maintain a safe and appropriate work area. Maintain inventory of supplies.
2. Adhere to employer work practices as described in TDC Occupational Exposure Plan policy.
3. Attend required meetings and participate in committees as requested.
5. Work as a team member within the laboratory department and all other departments.
6. Document work processes as required.
7. Perform other duties as assigned.
QUALIFICATIONS:

Education:
1. High school diploma or equivalent.
2. Baccalaureate Degree in Histotechnology or an equivalent science consistent with CLIA 88 requirements for this position.

Certification/Licensure:
1. ASCP certification or equivalent as a Histology Technologists (Histotechnologist HTL) required. Responsible for maintaining certification/licensure. (e.g. ASCP requirements are documented 36 hours of education every 3 years to maintain licensure.)
2. CPR certification for Health Care Providers.

Experience:
1. Previous histology experience including grossing of specimens

Skills:
1. Ability to anticipate and react calmly to emergency situations.
2. Ability to establish and maintain department quality assurance.
3. Ability to communicate effectively in the English language in person, by phone and in writing.
4. Ability to work independently.
5. Ability to multi-task efficiently and effectively
6. Requires adherence to all policies and procedures, including standards for safety, attendance, punctuality and personal appearance.

Physical Requirements:
1. Hearing: Adequate to perform job duties in person and over the telephone.
2. Speaking: Must be able to communicate clearly to patients in person and over the telephone.
3. Vision: Visual acuity adequate to perform job duties, including reading information from printed sources and computer screens.
4. Other: Requires frequent lifting and carrying items weighing up to 40 pounds unassisted, including assisting patients when required. Requires frequent bending, reaching, repetitive hand movements, standing, walking, squatting and sitting, with some heavy lifting, pushing and pulling exerted regularly throughout a regular work shift. Requires exposure to communicable diseases and/or bodily fluids

The above is intended to describe the general content and requirements for the performance for this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read the Histology Technologist description and understand the functions and objectives of the position.

Employee Signature: ___________________________   Date: _________________________

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Last update: 06/18/12