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|  Oroville Hospital | Job Description for Histology Supervisor | Department: | Pathology / Laboratory |
| | | Dept.#: | 7520 |
| | | Last Reviewed: | |
| | | Last Updated: | 06/10/13 |

Reports To

Administrative Laboratory Director

Job Summary

The Histology supervisor will perform the various tasks required for receiving, processing, and preparing patient tissue specimens for microscopic examination and analysis by the Pathologist. This may include logging, batching, and cutting, mounting and staining procedures. Tissue specimens received from surgical, diagnostic, or autopsy cases are sorted, logged, and prioritized according to the standards required.

Upon receiving written or verbal orders from physicians or their designees, the Histology supervisor will coordinate daily workflow of tasks and activities in the surgical pathology area with regard to routine procedures, special procedures, and the surgery schedule. The Histology Supervisor will supervise the activities within the Surgical Pathology and Histology areas of the Laboratory. This will include coordination and performance of all of the various tasks required for completion of all procedures.

Duties

- Assumes responsibility for being available to the lab at any time during a 24-hour period regarding problems arising in the Surgical Pathology/Histology areas if the need should arise
- Coordinates staffing for Histology department.
- Performs histology employee performance evaluations
- Participates in hiring of all histology staff
- Retrieves specimens from the Surgery Department
- Receives specimens for other cases when delivered to the Laboratory
- Sorts specimens according to priority and difficulty of procedures and records in pathology log
- Embeds specimens into blocks and fixes tissue in formalin
- Operates instrumentation for tissue dehydration, section clearing, impregnation with paraffin, cutting tissue sections, and staining of slides
- Prepares solutions, stains, and reagents in accordance with standards written procedures
- Operates and maintains all histology area lab equipment in proper state of readiness, cleanliness, and sharpens and hone microtome knives
- Records number of tissue blocks verifying proper identification and label

- Performs and monitors inventory of supplies, equipment, and reagents used, and places orders for replacements as required
- Assists the Pathologist in gross examination of surgical specimens and in frozen section procedures
- Is capable of performing all routine and special procedures which may include but is not limited to:
 - CAP workload recording
 - Operation of automotive strainers
 - Cytology fluid procedures
 - Cytospin 2 procedures
 - Cytology stains (non-gynecological smears)
 - Hypercenter operation
 - Hematoxylin and eosin stains
 - Deparaffinizing for special stains
 - Pathology report forms
 - Surgical pathology request forms
 - Stock solutions on hand
 - B-5 Fixative preparation
 - B-5 Fixation of lymph nodes or bone marrow
 - Slide request procedures
 - Removal of mercuric chloride ppts from B-5 fixative
 - Carbohydrate stains
 - Connective tissue and muscle fiber stains
 - Microorganism stains
 - Pigments and mineral stains
 - Nuclear and cytoplasmic stains
 - Lipid stains
 - Nerve tissue stains
 - Immunoperoxidase stains
- Performs other duties as requested by Administrative Laboratory Director.
- Retrieves pathology data and delivers pathologist's dictation tapes and surgical pathology requisitions to medical transcriptionists
- Maintains that quality tissue specimen slides and stain results are obtained and delivered to the Pathologist within established quality standards
- Maintains that pathology tissue and slide records and charts are kept up to date

- Oversees that tissue processing and staining are carried out promptly and accurately
- Keeps the Laboratory Manager informed of Surgical Pathology and Histology area activity
- Performs with a minimum of errors- works neatly and with accuracy regardless of volume of work
- Shows willingness to assist other laboratory personnel when requested
- Shows willingness to assist other laboratory personnel as workload permits without being requested to do so
- Encourages other lab personnel towards professional growth and development by sharing information
- Keeps current with changes in laboratory procedures
- Writes and updates histology procedures as necessary
- Daily assignments are completed within eight – hour shifts
- Organizes work for effective utilization of time
- Able to determine priorities when organizing daily assignments
- Daily workload indicates good use of time
- Seeks assistance when necessary from Lab Manager
- Makes pertinent observations in regard to department needs and office suggestions
- Shows ability to handle unexpected situations and is able to exercise independent thought and action
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- Is aware of need for cost containment
- Utilizes supplies in non-wasteful manner
- Observes confidentiality, both with patient information and co-workers
- Maintains good interpersonal relationships with co-workers and with people in general
- Promotes an environment in which the laboratory staff can work together cooperatively toward objectives
- Capable of performing a variety of tasks within the scope of job duties
- Accepts accountability for actions
- Assumes responsibility for own behavior
- Able to recognize the importance of hospital policy
- Accepts and follows hospital policy
- Can be counted on to carry out instructions and fulfill job responsibilities
- Can be counted on to report to work as scheduled

- Accepts responsibility for an becomes available for overtime when workload requires
- Accepts responsibility for and becomes available to work a different shift when workload or conditions warrant it

Qualifications

- Must have a high school education and a minimum of five (5) years experience as a Histology Technologist.
- Spatial ability is required to perceive three-dimensional and geometric relationships when cutting paraffin blocks and making embedding molds.
- Finger dexterity required to manipulate the micro-thin tissue sections and to mount onto microscope slides
- Color discrimination required to verify diagnostic quality of staining processes in order that essential features of tissue sections can be properly defined
- Requires thorough understanding of all aspects of the area of Histology/Surgical Pathology
- Demonstrates a high degree of integrity and studious habits. An acute awareness of the work engaged in. Acceptance of the demands on time and willingness to sacrifice in the interest of the profession.
- Tact and understanding in dealing with patients and staff.

Lifting Requirements

Medium – generally not lifting more than 50 lbs. maximum with frequent lifting and / or carrying of objects weighing up to 25 lbs.