

 Oroville Hospital	<b>Job Description for Histology Technician</b>	Department:	<b>Pathology / Laboratory</b>
		Dept.#:	<b>7520</b>
		Last Reviewed:	05/08; 08/12
		Last Updated:	

### **Reports To**

Laboratory Director

### **Job Summary**

The Histology Technician 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 Technician will coordinate daily workflow of tasks and activities in the surgical pathology area with regard to routine procedures, special procedures, and the surgery schedule.

### **Duties**

1. Retrieves specimens from the Surgery Department
2. Receives specimens for other cases when delivered to the Laboratory
3. Sorts specimens according to priority and difficulty of procedures and records in pathology log
4. Embeds specimens into blocks and fixes tissue in formalin
5. Operates instrumentation for tissue dehydration, section clearing, impregnation with paraffin, cutting tissue sections, and staining of slides
6. Prepares solutions, stains, and reagents in accordance with standards written procedures
7. Operates and maintains all histology area lab equipment in proper state of readiness, cleanliness, and sharpens and hone microtome knives
8. Records number of tissue blocks verifying proper identification and label
9. Performs and monitors inventory of supplies, equipment, and reagents used, and places orders for replacements as required
10. Assists the Pathologist in gross examination of surgical specimens and in frozen section procedures
11. Is capable of performing all routine and special procedures which may include but is not limited to:
  - A. CAP workload recording

- B. Operation of automotive strainers
  - C. Cytology fluid procedures
  - D. Cytospin 2 procedures
  - E. Cytology stains (non-gynecological smears)
  - F. Hypercenter operation
  - G. Hematoxylin and eosin stains
  - H. Deparaffinizing for special stains
  - I. Pathology report forms
  - J. Surgical pathology request forms
  - K. Stock solutions on hand
  - L. B-5 Fixative preparation
  - M. B-5 Fixation of lymph nodes or bone marrow
  - N. Slide request procedures
  - O. Removal of mercuric chloride ppts from B-5 fixative
  - P. Carbohydrate stains
  - Q. Connective tissue and muscle fiber stains
  - R. Microorganism stains
  - S. Pigments and mineral stains
  - T. Nuclear and cytoplasmic stains
  - U. Lipid stains
  - V. Nerve tissue stains
  - W. Immunoperoxidase stains
12. Performs other duties as requested by supervisors
  13. Retrieves pathology data and delivers pathologist's dictation tapes and surgical pathology requisitions to medical transcriptionist
  14. Performs with a minimum of errors- works neatly and with accuracy regardless of volume of work
  15. Shows willingness to assist other laboratory personnel when requested
  16. Shows willingness to assist other laboratory personnel as workload permits without being requested to do so
  17. Encourages other lab personnel towards professional growth and development by sharing information
  18. Keeps current with changes in laboratory procedures
  19. Daily assignments are completed within eight – hour shifts
  20. Organizes work for effective utilization of time

21. Able to determine priorities when organizing daily assignments
22. Daily workload indicates good use of time
23. Seeks assistance when necessary from Histology Technologist or Lab Manager
24. Makes pertinent observations in regard to department needs and office suggestions
25. Shows ability to handle unexpected situations and is able to exercise independent thought and action
26. Shows ability to handle unexpected situations and is able to exercise independent thought and action
27. Is aware of need for cost containment
28. Utilizes supplies in non-wasteful manner
29. Observes confidentiality, both with patient information and co-workers
30. Maintains good interpersonal relationships with co-workers and with people in general
31. Promotes an environment in which the laboratory staff can work together cooperatively toward objectives
32. Capable of performing a variety of tasks within the scope of job duties
33. Accepts accountability for actions
34. Assumes responsibility for own behavior
35. Able to recognize the importance of hospital policy
36. Accepts and follows hospital policy
37. Can be counted on to carry out instructions and fulfill job responsibilities
38. Can be counted on to report to work as scheduled
39. Accepts responsibility for and becomes available for overtime when workload requires
40. Accepts responsibility for and becomes available to work a different shift when workload or conditions warrant it

### **Qualifications**

1. Must be a Registered Histology Technician (ASCP) or be eligible for such registration or have a high school education and a minimum of five (5) years experience as a Histology Technician or have a minimum of one years training under the direction of a registered Histology Technologist.
2. Spatial ability is required to perceive three-dimensional and geometric relationships when cutting paraffin blocks and making embedding molds.
3. Finger dexterity required to manipulate the micro-thin tissue sections and to mount onto microscope slides
4. Color discrimination required to verify diagnostic quality of staining processes in order that essential features of tissue sections can be properly defined.

### **Lifting Requirements**

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