UNIVERSITY OF SOUTHERN CALIFORNIA

Grossing Technician

Job Code: 187039

OT Eligible: Yes
Comp Approval: 6/17/2016

JOB SUMMARY:
Performs high complexity testing. Performs all duties associated with the gross examination of non-complex surgical tissue specimens for histologic examination.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Logs and assigns accession numbers to specimens and requisitions that are received. Accessions specimens into laboratory information system, verifying accurate patient identification on specimen requisition and container and investigating discrepancies. 

Dissects and prepares non-complex surgical tissues. Examines and prepares surgical biopsy specimens for microscopic evaluation by providing gross description of each case as defined in the surgical pathology manual.

Performs specialized procedures such as frozen sections and decalcification. Determines proper fixative solutions in which tissues will be maintained.

Performs proper handling, storage and disposal of all surgical and autopsy tissue while adhering to the regulatory and compliance standards regarding biohazard and safety. Disposes of biohazardous waste materials and maintains chemical waste storage areas.

Complies with all health and safety regulations and requirements including Joint Commission, DPH and HIPPA. Complies with established departmental policies, procedures, and objectives.

Performs all duties related to administrative maintenance of surgical pathology protocols (e.g., reports, data, coding, billing, etc.). Assists with ordering departmental supplies and maintaining adequate stock.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: 

Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.
**JOB QUALIFICATIONS:**

**Minimum Education:**
- Associate's degree
- Specialized/technical training

**Minimum Experience:**
- 1 year

**Minimum Field of Expertise:**
- An earned associate degree in a laboratory science or medical laboratory technology, obtained from an accredited institution, OR Education/training equivalent to the preceding that includes at least 60 semester hours or equivalent from an accredited institution. This education must include 24 semester hours of medical laboratory technology courses, OR 24 semester hours of science courses that includes 6 semester hours of chemistry, 6 semester hours of biology, and 12 semester hours of chemistry, biology or medical laboratory technology in any combination. 
- Fire and Safety Certification. If no card upon hire, one must be obtained within 30 days of hire and maintained by renewal before expiration date.

**Preferred Education:**
- Bachelor's degree

**Preferred Experience:**
- 2 years

**Preferred Field of Expertise:**
- Major in biological science. HT/HTL ASCP Certification

**Skills: Other:**
- Analysis
- Assessment/evaluation
- Budget control
- Communication -- written and oral skills
- Interpretation of policies/analyses/trends/etc.
- Organization
- Planning
- Problem identification and resolution

**Skills: Laboratory:**
- Basic laboratory safety techniques
- Biological samples/cultures
- Blood borne pathogen safety precautions
- Chemical hazard safety precautions
- General laboratory techniques
- Maintenance of lab notebook
- Media preparation
- Radiological safety techniques
- Tissue culture

**Skills: Machine/Equipment:**
Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Microscope
Personal computer

SIGNATURES:

Employee: ________________________________ Date: ______________________________

Supervisor: ______________________________ Date: ______________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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