UNIVERSITY OF SOUTHERN CALIFORNIA
Pathologist's Assistant
Job Code: 187041

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

JOB SUMMARY:
Prepares human surgical specimens for gross description and dissection. Obtains the patient medical chart and other pertinent clinical information to identify special techniques and procedures that will be necessary. Selects and prepares gross tissue section for frozen section analysis. Performs duties relating to the administrative maintenance of surgical pathology policies, protocols, procedures and quality reports. Photographs body, organs, and other pertinent specimens. Ascertains proper legal authorization for autopsy and notifies physician in charge, funeral home and all other pertinent authorities. Performs postmortem examinations. Releases the body to the correct mortuary. Acts as a key contact person for pathologists, grossing and histology staff. Ensures proper maintenance of equipment. Assists in the organization and coordination of anatomic pathology conferences.

JOB ACCOUNTABILITIES:

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<th>% TIME</th>
<th>Description</th>
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<td>Prepares human surgical specimens for gross description and dissection, including but not limited to: describes gross anatomic features, dissects surgical specimens and prepares tissue for histological examination.</td>
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<td>Obtains the patient medical chart and other pertinent clinical information to identify special techniques and procedures that will be necessary (e.g., histochemical, immunofluorescence, toxicological, viral, or electron microscopic studies, cultures, smears, etc.) and notifies all personnel involved.</td>
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<td>Selects and prepares gross tissue section for frozen section analysis.</td>
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<td>Performs duties relating to the administrative maintenance of surgical pathology policies, protocols, procedures and quality reports. Prepares for and participates in inspections and accreditation surveys for the department to ensure regulatory compliance.</td>
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<td>Photographs body, organs, and other pertinent specimens.</td>
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<td>Ascertains proper legal authorization for autopsy and notifies physician in charge, funeral home and all other pertinent authorities to coordinates special requests for tissue sampling (e.g., organ transplantation team, research, etc.).</td>
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<td>Performs postmortem examinations which may include: external examinations, in situ organ inspections, evisceration, dissection and dictation or recording of data such as organ weights, presence of body fluids and gross anatomic findings.</td>
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<td>Releases the body to the correct mortuary following proper restoration and indicating any biohazards - such as contagious disease or radioactive implant that may be present.</td>
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<td>Acts as a key contact person for pathologists, grossing and histology staff to identify problem areas and recommend changes to workflow.</td>
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<td>Ensures proper maintenance of equipment, provides adequate supplies, and maintains cleanliness of the surgical pathology suite.</td>
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Assists in the organization and coordination of anatomic pathology conferences and serves as a preceptor for residents, fellows and/or students. Performed 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: [ ] No

[ ] 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:**
- Bachelor’s degree
- Specialized/technical training

**Minimum Experience:**
- 1 year

**Minimum Field of Expertise:**
- Degree from an accredited Pathologists’ Assistant Program. Licensed Pathologist’s Assistant. American Society for Clinical Pathology (ASCP) certification. 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:**
- Master’s degree

**Preferred Experience:**
- 3 years

**Preferred Field of Expertise:**
- Master’s degree from an accredited Pathologists’ Assistant Program. 3-5 years of documented experience in the field of anatomical pathology.

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

Skills: Laboratory:
- Basic laboratory safety techniques
- Blood borne pathogen 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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