UNIVERSITY OF SOUTHERN CALIFORNIA

Histology Technician

Job Code: 187139

Grade: HE
OT Eligible: Yes
Comp Approval: 7/1/2003

JOB SUMMARY:
Prepares and processes tissue specimens for microscopic examination by a physician. Fixes, embeds section, mounts on a slide and stains surgical, biopsy, neuropathological and autopsy tissue sections.

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>E/M/NA</th>
<th>% TIME</th>
<th>TASK DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Identifies and records tissue samples.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Processes tissue and bone marrow samples for microtome or cryostat sectioning including dehydration, embedding, cutting, routine or special staining and/or decalcification.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ensures that all required solutions and chemicals are properly prepared and in place and that automatic equipment is in working order.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Complies with any quality control policies and procedures and maintains required documentation.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Prepares varied stains, solutions and other compounds used in histologic processes following laboratory procedures.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Maintains compliance with established University and department policies and procedures, quality assurance, safety, environmental, infection control and complies with requirements of accreditation and regulatory agencies.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Orders supplies; utilizes and maintains equipment.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Prepares billing information for the administrative office.</td>
</tr>
</tbody>
</table>

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: 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:
Related Undergraduate Study

**Minimum Experience:**
- 1 Year

Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**
- Courses in biology and chemistry, histotechnician experience in a clinical laboratory. ASCP certification or eligibility within one year of employment.

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

**Preferred Experience:**
- 2 Years

**Preferred Field of Expertise:**
- ASCP Certification and histotechnology experience in a clinical laboratory.

**Skills: Administrative:**
- Communicate with others to gather information
- Gather data
- Input data
- Maintain filing systems
- Prioritize different projects
- Read handwritten text
- Research information
- Understand and apply policies and procedures

**Skills: Laboratory:**
- General Laboratory Techniques
- Media Preparation

**Skills: Machine:**
- Autoclave
- Fluoroscope
- Microscope
- Personal workstation
- X-ray Equipment

**Supervises: Level:**
- May oversee student, temporary and/or casual workers.

**Supervises: Nature of Work:**
- Technical

**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.

The University of Southern California is an Equal Opportunity Employer