UNIVERSITY OF SOUTHERN CALIFORNIA
Per Diem Histology Technician-Restricted Use
Job Code: 187140

Grade: 00
OT Eligible: Yes
Comp Approval: 3/7/2016

JOB SUMMARY:
Serves on a per diem basis. 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>
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<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Task Description</th>
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<td>Identifies and records tissue samples.</td>
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<td>Processes tissue and bone marrow samples for microtome or cryostat sectioning including dehydration, embedding, cutting, routine or special staining and/or decalcification.</td>
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<td>Ensures that all required solutions and chemicals are properly prepared and in place and that automatic equipment is in working order.</td>
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<td>Complies with any quality control policies and procedures and maintains required documentation.</td>
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<td>Prepares varied stains, solutions and other compounds used in histologic processes following laboratory procedures.</td>
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<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>
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<td>Orders supplies; utilizes and maintains equipment.</td>
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<td>Prepares billing information for the administrative office.</td>
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<td>Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.</td>
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*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/Equipment:
Autoclave
Fluoroscope
Microscope
Personal workstation
X-ray equipment

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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