UNIVERSITY OF SOUTHERN CALIFORNIA
Histology Technician II
Job Code: 187142

OT Eligible: Yes
Comp Approval: 2/27/2017

JOB SUMMARY:
This position is responsible for performing the various tasks required for receiving, processing, and preparing patient tissue specimens for microscopic examination and analysis by the Pathologist. The Histology Technician II will log, batch, cut, mount and stain tissue specimens received from surgical, diagnostic, or autopsy cases according to accepted standards. The position also ensures that all solutions and chemicals are properly prepared, complying with all quality control policies and procedures. The Histology Technician II will provide guidance to other laboratory personnel, review the work of assigned employees, order supplies, and maintain equipment, while ensuring quality assurance, safety, environmental and infection control.

JOB ACCOUNTABILITIES:

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

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Performs high complexity testing and advanced histopathology procedures.

Identifies, records and processes tissues and bone marrow samples for microtome or cryostat sectioning including dehydration, embedding, cutting, routine or special staining and/or decalcification.

Performs advanced staining techniques: immunoperoxidase, immunofluorescence, and/or immunohistochemistry by accurately identifying the proper control tissues and antibodies to be used.

Ensures that all required solutions and chemicals are properly prepared and that automated laboratory equipment is in working order.

Selects appropriate reagents, stains and/or chemicals for tissues and ensures stained slides are suitable for diagnosis. Troubleshoots as necessary for optimal results.

Complies with all quality control policies and procedures and maintains required documentation.

Assists with making work assignments. Reviews the work of assigned employees. Assists in the training of new personnel.

Provides technical guidance to laboratory personnel as required and checks the work of assigned employees to ensure that work performed meets specified quality/regulatory standards.

Maintains compliance with established University and department policies and procedures, quality assurance, safety, environmental, and infection control. Complies with requirements of accreditation and regulatory agencies.

Orders supplies. Utilizes and maintains equipment.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.
**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:**
- 3 years
- Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**
- HT/HTL (ASCP) Certification required.

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

**Preferred Experience:**
- 5 years

**Preferred Field of Expertise:**
- QIHC (ASCP) Certification preferred.

**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:**
- 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

**Skills: Machine/Equipment:**
Autoclave
Calculator
Computer network (university)
Computer peripheral equipment
Computer peripheral equipment
 Fluoroscope
 Microscope
 Personal computer
 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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