UNIVERSITY OF SOUTHERN CALIFORNIA

Supervising Histology Technician

Job Code: 187143

OT Eligible: No

Comp Approval: 4/27/2017

JOB SUMMARY:

This position is responsible for the supervision of the laboratory staff to ensure that the organization of gross specimens and the accurate processing in staining of tissue sections is completed. The Supervising Histology Technician performs complex histopathology procedures and high complexity testing, including advanced staining techniques, processing, cutting, and otherwise preparing tissue for microscopic evaluation by a physician. This position also orders supplies, utilizes and maintains equipment, and acts as a resource for and supervises other laboratory staff.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Supervises laboratory staff and student workers. Participates in recruiting and hiring of staff. Trains and provides technical guidance as needed. Schedules, assigns and prioritizes work. Monitors and evaluates employee performance and counsels or disciplines as needed.

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 in place and that automatic 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.

Prepares varied stains, solutions and other compounds used in histologic processes following laboratory procedures.

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.

Researches new, advanced techniques, methods, and/or stains.

Oversees compilation of patient billing information and assignment of CPT and ICD-9-M codes for billing services.

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.
*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:
5 years
Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:
HT/HTL (ASCP) Certification required. 5 Years supervisory level histology technician experience in a clinical laboratory.

Preferred Education:
Bachelor’s degree

Preferred Experience:
7 years

Preferred Field of Expertise:
Additional ASCP Certification (e.g. PA, CT, QIHC) 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: Other:
Analysis
Assessment/evaluation
Communication -- written and oral skills
Knowledge of applicable laws/policies/principles/etc.
Organization
Planning
Problem identification and resolution
Scheduling
Staff development
Supervisory skills

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
Fluoroscope
Microscope
Personal workstation
X-ray equipment

Supervises: Level:
Supervises employees and/or student 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.

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