Cytotechnologist

Job Code: 187147

Grade: HF
OT Eligible: Yes
Comp Approval: 6/3/1994

JOB SUMMARY:
Prepares and microscopically examines slides of human cell samplings for the presence of disease or other abnormality.

JOB ACCOUNTABILITIES:

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

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<th>*E/M/NA</th>
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| E       | 80     | Conducts preliminary or screening microscopic examination of slides containing human cells for abnormal cells, hormonal responses, and various fungi, parasites, bacteria and viral changes.
| E       | 20     | Identifies and marks abnormal cells and other atypia found on slides for final diagnosis by a pathologist.
| E       | 60     | Conducts various preparation procedures to capture, stain, and mount on a slide cellular material from various body fluids, and prepares cell blocks from sediment obtained from centrifugation of exudates for histologic processing.
| E       | 40     | Prepares and/or stains smears of sputum specimens, bronchial washings, gastric and pleural aspirations, peritoneal fluids, colonic washings and similar materials, and vaginal, cervical and endocervical samples.
| E       | 20     | Assists clinicians, radiologists and pathologists in performing fine needle aspirations. Performs on-site adequacy evaluation of fine needle aspirations. Prepares smears, cell block and/or cytospin slides of fine needle aspirations.
| E       | 20     | 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.

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:
Specialized/Technical Training

Minimum Experience:
1 Year

Minimum Field of Expertise:
Successful completion of recognized training program in cytotechnology, current cytotechnologist certification issued by California State Department of Health. Work experience as certified cytotechnologist.

Preferred Education:
Bachelor's Degree

Preferred Experience:
2 Years

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:
Centrifuge
Computer Network (Airline CRS)
Computer Network (Department or School)
Computer Peripheral Equipment
Fax
Osmometer
Personal Computer
Photocopier

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.

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