UNIVERSITY OF SOUTHERN CALIFORNIA

Supervising Cytotechnologist

Job Code: 187151

Grade: HG
OT Eligible: No
Comp Approval: 6/3/1994

JOB SUMMARY:
Performs complex procedures and acts as a resource to other department staff. Prepares and microscopically examines slides of human cell samplings for the presence of disease or other abnormality. Supervises other laboratory staff.

JOB ACCOUNTABILITIES:

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

---

--- 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 complex procedures and acts as a resource to other staff.

--- Conducts preliminary or screening microscopic examination of slides containing human cells for abnormal cells, hormonal responses, and various fungi, parasites, bacteria and viral changes.

--- Identifies and marks abnormal cells and other atypia found on slides for final diagnosis by a pathologist.

--- 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.

--- 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.

--- 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.

--- 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.

--- Maintains sufficient inventory supplies and ensures that solutions, reagents, etc., are used prior to expiration dates.

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

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:

2 Years

Minimum Field of Expertise:

Successful completion of recognized training program in cytotechnology, current cytotechnologist certification issued by California State Department of Health.

Preferred Education:

Bachelor’s Degree

Preferred Experience:

3 Years

Preferred Field of Expertise:

Supervisory level experience as certified cytotechnologist.

Skills: Administrative:

Gather data
Input data
Read handwritten text
Research information

Skills: Other:

Analysis
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:

General Laboratory Techniques
Media Preparation

Skills: Machine:

Centrifuge
Supervises: Level:
Supervises employees and 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.

The University of Southern California is an Equal Opportunity Employer