

Loyola University Health System

Job Description

Job Title: HISTO TECH I

Job Code: 2765

Department (Name/Number): CANCER CTR HISTOLOGY TECHS / 13091

Reports to: MGR ANATOMIC PATHOLOGY

Date: 07/12/2010

FLSA Status	Non-Exempt
EEO Category	50 504
Pay Grade	38

I. Position Summary:

Supports the delivery of patient care by performing histology techniques that are utilized in the diagnosis, treatment and prevention of disease.

II. Position Responsibilities:

No.	Percent of Time	Essential Duty	Job Duties
1	25%	Yes	Performs histology processing in accordance with standard operating procedures and accreditation requirements to support the delivery of patient care. A. Assessing specimen and requisition acceptability to verify correct specimen identification. B. Accessioning specimens and printing accession logs and labels to insure the tracking of specimens throughout the laboratory. C. Preparing specimens for testing or to be sent to a referral laboratory for testing. D. Performing tissue processing, embedding and microtomy E. Utilizing the laboratory information system (LIS) appropriately. F. Reviewing daily work to identify potential technical and/or labeling errors.
2	25%	Yes	Performs testing according to standard operating procedures in to support the delivery of patient care. A. Performing techniques of special staining processes, examples: (Giemsa, PAS, GMS, ASB, Steiner, Alician Blue, Mucin, Iron, etc.) to aid in the proper pathology diagnosis. B. Performing other duties as assigned by the manager or technical specialist to support an efficient laboratory operation. C. Demonstrating the organization skills to complete work assignments within the scheduled workday to support the timely delivery of patient care.
3	10%	Yes	Distributes cases and stores slides and block to promote retrieval. A. Sorting case material for delivery to pathologists and residents. B. Filing and retrieving paraffin blocks as necessary.

4	10%	Yes	Conducts established quality control procedures on analytical tests, equipment, reagents, media and products; evaluates the results of QC and implements corrective action according to established protocols to ensure the accuracy and quality of patient testing. A. Performing and documenting assigned quality control procedures to ensure the accuracy of laboratory tests. B. Verifying the performance of processing/testing in accordance with established laboratory procedures to ensure accurate laboratory results, i.e., special stains. C. Recognizing unacceptable quality control results and implementing corrective action as appropriate. D. Notifying the technical specialist or designate when corrective action is taken.
5	10%	Yes	Performs routine maintenance duties to support the functions of the department including inventory, unpacking supplies, scheduled equipment maintenance, cleaning of workspaces and equipment. A. Performing supply and reagent inventory. B. Performing routine maintenance functions to ensure the proper operation of the laboratory. C. Adjusting various parameters to maintain the operations of automated processors, stainers, and cover slippers. D. Trouble shooting minor problems with automated devices.
6	10%	Yes	Adheres to regulatory standards and organizational policies to comply with JCAHO, CAP, IDPH, AABB, and CLIA guidelines and to ensure laboratory accreditation. A. Participating in laboratory proficiency testing (CAP) to demonstrate continued expertise in clinical testing and ensure accuracy of testing as applicable. B. Attending approved continuing education activities to meet laboratory performance guidelines.
7	10%	Yes	Adheres to all regulatory, hospital and laboratory safety policies (OSHA) to provide a safe and secure environment for fellow employees, visitors and patients. A. Attending safety continuing education activities to meet regulatory guidelines. B. Adhering to confidentiality guidelines with patient information.

Complexity Factor: C

- Work consists of various duties involving different processes and methods. Factors to be considered differ with each assignment, and elements of the work must be identified and analyzed to determine appropriate action. (Ex. Manager, RN, Physical Therapist, Admin Asst, Supervisors, Medical Records Tech)

Impact Factor: I

- Moderate impact on a limited phase of Loyola activity. Significant impact on the life and health of students or patients. (Ex. RN, OT II, PT II, Network Analyst, Manager)

Freedom of Action:

- General instructions are available but employee has latitude to set priorities. Questionable items referred to supvsr.

Supervisory Responsibility:

- **Staff:** N/A - position does not supervise staff
- **Functional:** N/A - no functional supervisory responsibilities

Safety Accountabilities::

- Loyola is committed to providing care that is safe. It is expected that all Loyola employees will perform their job function in a professional and competent manner that constantly seeks to reduce the risk of harm to patients, families and co-workers.

Quality Improvement Accountabilities:

- Loyola is committed to the continuous improvement of the services it provides to its patients and their families. All Loyola employees are expected to participate in quality improvement activities.

Magis & Service Excellence Accountabilities:

- Responsible for consistently demonstrating our Magis values of Care, Concern, Respect and Cooperation through teamwork and effective communication in an effort to prevent and solve problems and to achieve quality outcomes, patient safety, customer satisfaction and a safe environment.
- Responsible for developing and maintaining an environment of service excellence as outlined in the Service Excellence standards.

III. Position Requirements:

Minimum Education:

- **Required:** High School Diploma plus training acquired through work experience or education
- **Preferred:** Associates Degree
- **Specify Degree(s):** N/A
- **Residency:** N/A

Minimum Experience:

- **Required:** 1-2 years of previous job-related experience
- **Preferred:** N/A

Managerial Experience: N/A

Licensure/Certifications:

- **Required:** N/A
- **Preferred:**
 - Laboratory – Registered Histotechnician (ASCP)
- **Other:** N/A

Computer Skills:

- **Required:**
 - Basic Keyboarding Skills
- **Preferred:**
 - EPIC
 - Groupwise
 - Microsoft Excel
 - Microsoft Word
 - Power Point
- **Other:** N/A

Typing Words Per Minute: N/A

Steno Words Per Minute: N/A

Required Skills:

- Ability to analyze and interpret data
- Ability to communicate verbally
- Ability to deal calmly and courteously with people

- Ability to deal with stressful situations
- Ability to finish tasks in a timely manner
- Ability to follow oral and written instructions and established procedures
- Ability to function independently and manage own time and work tasks
- Ability to maintain accuracy and consistency
- Ability to maintain confidentiality
- Ability to organize workflow
- Ability to work as an effective team member
- **Other:** Experience in histology techniques, including the ability to embed tissue, and perform special stain techniques and microtomy. Ability to prioritize workflow efficiently. Available to work weekends, holidays, or rotating shifts

Personal Relationships:

- Routine job with interpersonal contact

Internal Contacts:

- Within Department
- Cross-departmental
- Physicians
- Management
- Faculty

External Contacts: N/A

Working Conditions:

- Normal light, heat, air and space in work environment
- Work takes place on hospital unit or clinical setting
- Continuous exposure to unpleasant physical conditions and/or health & safety hazards

Physical Demands:

- **Occasionally:**
 - Climb-Stairs
 - Climb-Ladder
 - Bending
 - Crouching
 - Pushing/Pulling
 - Lifting/Carrying (Up to 25 lbs)
- **Frequently:**
 - Standing
 - Walking
 - Sitting
 - Reaching with Arms
 - Finger/Hand Dexterity
 - Talking
 - Hearing
 - Seeing

Writer: ROBINSON, JAMES 02/29/2008

Approver: COLLEEN JAROSZ

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